



Trainee Profile

Support for the Legal Department

Ref.: ST 2/2025

The International Olive Council (IOC) is offering a **four-month paid traineeship** (with the possibility of extension), starting **16 April 2025**, for a recent university graduate. This traineeship provides an opportunity to work in a multicultural, multilingual and multiethnic environment and apply knowledge acquired during academic studies.

Profile and Requirements:

- Be a national of an [IOC member country](#);
- Hold a university degree (minimum four years) in **law** at the time the traineeship begins;
- Proficiency in Spanish and English (minimum level B2);
- Excellent command of IT tools (Microsoft Office Suite at user level: Word, Excel, PowerPoint, Outlook, Adobe, etc.);
- Enthusiastic, responsible and able to work effectively in a team;
- Be in good health.

Assets:

- Previous work experience;
- Knowledge of international organisations;
- Proficiency in other IOC official languages¹.

Tasks

Under the supervision of the **Head of the Legal Department** and directly supporting the Executive Director, the trainee will:

- Provide support to the IOC in the review, update and systematisation of the Organisation's regulations;
- Provide support to the IOC in preparing the sessions of the Council of Members;
- Provide occasional support to the External Relations Department if needed.

Traineeship Duration

Four months (with the possibility of extension). The expected start date is **15 April 2025**.

Application Deadline

30 March 2025 (midnight, Madrid time): deadline for submission of applications by post or email.

Candidates must submit the application form along with the following mandatory documents:

- CV
- Diplomas and academic transcript
- Proof of experience (if applicable)
- Language certificates
- Motivation letter

¹ The official languages of the International Olive Council are Arabic, English, French, Italian and Spanish.



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Please note that incomplete applications will not be considered.

Reference Document

Provisions regarding the official traineeship programme of the IOC are available on the Organisation's website.

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