



Traineeship Profile

Support for the Deputy Executive Director 1 (DED1)

Ref.: ST5/ 25

The International Olive Council (IOC) is offering a **six-month paid internship** (with the possibility of extension), starting **1 May 2025**, for a recent university graduate to support the **Deputy Executive Director for operational affairs**. 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 in agricultural engineering or economics (minimum four years).
- Proficiency in English or French (minimum level B2) and at least one other official language of the Organisation¹.
- Excellent command of IT tools (Microsoft Office Suite at user level: Word, Excel, Power point, Power BI, Outlook; Adobe, etc.).
- Enthusiastic, responsible and able to work effectively in a team.
- Be in good health.

Assets:

- Strong drafting skills.
- Previous work experience.
- Proficiency in other official languages of the IOC.
- Ideally under 30 years of age.

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



-2-

Tasks

Under the supervision of the **Deputy Executive Director for operational affairs**, the trainee will:

- Collaborate in the preparation of reports, specific-specific studies and presentations related to the olive sector.
- Assist in monitoring the activities of operational units.
- Support the compilation and updating of lists and databases.
- Assist with the preparation and organisation of meetings and events.
- Support the preparation of accounts, financial dossiers and payment processing.
- Provide general administrative and practical support as required.

Internship Duration

Six months (with the possibility of extension). The expected start date is **1 May 2025**.

Application Deadline

21 April 2025 at 23:59 (midnight, Madrid time): deadline for submission of applications via email.

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

- CV
- Diplomas
- Proof of experience
- Language certificates
- Motivation letter

Please note that incomplete applications will not be considered.

Reference document

The provisions governing the IOC's official traineeship programme and the corresponding application form can be found in the same section as this vacancy announcement.

* * *