



Trainee Profile

Support for the Head of External Relations and the Assistant to the Executive Director

Ref.: ST 4/2025

The International Olive Council (IOC) is offering a **four-months paid traineeship** (with the possibility of extension), starting **1 May 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 International Relations at the time the traineeship begins;
- Proficiency in English or French (minimum level B2);
- Excellent command of IT tools (Microsoft Office Suite at user level: Word, Excel, PowerPoint, Outlook, Adobe, etc.);
Be highly proficient in computer skills relevant to secretarial and administrative tasks.;
- 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, particularly Spanish.

Tasks

Under the supervision of the **Head of External Relations** and the **Assistant to the Executive Director** and directly supporting the Executive Director, the trainee will:

- Compile and update participant lists (e.g. sessions of the Council of Members, the Advisory Committee, Executive Secretariat meetings, etc.)
- Publish documents on the IOC platform;
- Draft meeting minutes;
- File documentation and correspondence;
- Update fact sheets on member countries and the status of the [International Agreement 2015](#);
- Register and file outgoing/incoming mail;
- Assist in the preparation and development of IOC sessions and meetings;
- Draft correspondence;
- Take telephone calls.

Traineeship Duration

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

Application Deadline

14 April 2025 (midnight, Madrid time): deadline for submission of applications by email.

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



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEICOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

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
- Reference letters (if applicable)

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.

* * *