

Trade Promotion Office of the Italian Embassy
to the UAE, Oman and Pakistan

Temporary Appointment – Italian Trade Agency – Promotional Desk Expo2020 (Dubai)

The Italian Trade Agency (ITA) is looking for an **EXPO 2020 Desk Manager** (hereinafter “Manager”) in charge of supporting the Agency in carrying out Expo 2020 promotional activities.

The employment Agreement shall be limited. Terms of appointment shall be twelve (12) months, full time. Place of work shall be Dubai ITA Office. Designation shall be EXPO 2020 Desk Manager.

Scope of work and job description

The Manager shall support Dubai ITA Office in establishing the ITA EXPO 2020 Desk which aims to assist Italian companies in accessing the Expo 2020’s opportunities.

The scope of work will be to support ITA Dubai in the creation and organization of the EXPO 2020 Desk, to monitor business opportunities; to provide information, support and advice to Italian companies interested in developing their business within Expo 2020; to prepare a database of high profile contacts related to Expo 2020; to organize b2b meetings; to create contents for the website dedicated to Expo 2020, for the monthly newsletter and for social media; to support Dubai ITA Office in the organization of promotional events.

Minimum requirements

The Manager must have gained relevant expertise in the organization of large scale prestigious events, communication, foreign trade and business activities.

Duties and responsibilities

In more details, the activities of the Manager shall include, among others, the following:

- to support ITA Dubai in the creation and organization of EXPO 2020 Desk;
- to analyze the existing and forthcoming opportunities/tenders for Italian companies related to EXPO 2020;
- to provide basic legal, fiscal and technical information;
- to prepare a database of high profile contacts related to Expo 2020;
- to create contents for the website in Italian and English language;
- to create contents for a monthly newsletter in Italian and English language, as well as for social media;
- to support ITA Dubai in the organization of promotional events such as seminars, workshops, b2b meetings, trade and political delegation visits, etc
- to provide assistance for Italian companies wishing to participate in the supply of goods and services for the Italian Pavilion.

The activities will be carried out in compliance with guidelines issued by the Italian Trade Agency. The Manager will report to the Dubai Office’s management.

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Requirements

- Bachelor's degree in economics, business, communication, international relations;
- At least five years of experience in similar jobs – in private or public sector;
- Knowledge of business environment and public administration in Italy and in the UAE;
- Strong experience in the organization of similar events;
- Experience in managing PR and communication campaigns;
- Strong knowledge of Italian and UAE administrative and tender procedures;
- Outstanding communication skills, organizational ability, multitasking and innovation attitude, work by objectives and results' orientation;
- Fluency in English and Italian, Arabic is an added plus
- Previous experience in Shanghai Expo 2010 and Milan Expo 2015 will be considered an asset.

Curriculum vitae to be sent to dubai@ice.it to the kind attention of Gianpaolo Bruno and Marilena Procaccio.

Deadline for the submission: 26th February 2018