



ITALIAN TRADE AGENCY

Ufficio ICE di Tel Aviv

THE ITALIAN TRADE & INVESTMENT AGENCY – ITA IS LOOKING FOR A FDI ANALYST - INVESTMENTS MARKETING SPECIALIST - FOR ITS FOREIGN DIRECT INVESTMENT UNIT IN ISRAEL

The Italian Trade & Investment Agency (“ITA”), [Tel Aviv Office](#) seeks a motivated marketing specialist with a degree in Economics or Finance to coordinate an FDI Promotion Project in attracting quality foreign direct investments to Italy.

The ideal candidate should be a research driven, creatively resourceful individual with analytical skills inspired to scour databases, the internet, and other sources to identify potential companies to invest in Italy, in all fields (manufacturing plant, real estate projects, tourism, etc.) investors for Italian based projects.

The candidate should also be entrepreneurial, and have a client-minded focus, with commercial awareness, strong interpersonal and communication skills in liaising with international companies and partners, with an extensive know how of the Israeli industry, real estate, logistics, and technological field.

We are

[ITA](#) is the Italian governmental entity promoting the internationalization of Italian companies, providing information, support and advice to Italian and foreign companies.

ITA also acts as IPO – Investment Promotion Organization for the attraction of foreign investments to Italy, scouting potential foreign investors and promoting business investment opportunities in Italy.

ITA is the primary point of contact for foreign investors interested in the Italian market.

In addition to its headquarters FDI Attraction Department in Rome, ITA operates in the main FDI markets through a network of FDI Units established in the ITA branches worldwide, linked to Italian Embassies and Consulates and working closely with local authorities and businesses, in line with the strategies of the Italian Ministry of Foreign Affairs.

Duties

During the FDI Promotion Project, the candidate must support the Tel Aviv office and the HQs FDI Attraction Department of ITA (“ITA FDI Team”) facilitating the entire



ITALIAN TRADE AGENCY

Tel Aviv Office

process of engaging investors prone to invest in Italy, encouraging their investment in the country and building confidence and trust, even in aftermarket support. He/She will assist ITA FDI Team in their investors relations. He/She will be also required to perform administrative and back-office tasks, as well as communication tasks and regular reporting process to the ITA FDI Team.

The candidate may be required to travel in Italy and internationally.

Primary responsibilities

FDI support in investors engagement process

- Support ITA FDI Team in the prospect generation through multiple sources, both online and offline, to successfully integrate the funnel and to maximize the outcome in terms of active contacts, calls, meetings, inquiries
- Support in the investor and project management through the gradual full knowledge and understanding of software tools used by ITA FDI Team
- Support in realizing reports, presentations and documents to track and assess daily activities
- Support ITA FDI Team in organizing promotional activities (events, seminars, conferences, training courses, incoming trips of corporate players and investors to Italy and abroad)

Back-office and administrative activities

- Liaise with companies, investors, corporate players and other foreigner and Italian counterparts sharing program news, solicitations, promotional opportunities, asset needs and more
- Aggregate market research, industry resources, news and articles as necessary to share with the ITA FDI Team in scouting the FDI environment
- Keep abreast of ITA bidding processes and procedures, manage vendor album, solicitation, contracting and invoicing for ITA FDI Team activities

Minimum Requirements

- Bachelor's Degree in Economics or Finance
- Proficiency in English (speaking, reading, writing)
- An Israeli citizenship or a valid work permit for Israel

ITA does not sponsor a working visa. Candidates lacking even one of the above listed requirements will not be considered.

Moreover, preference will be given to candidates with the following additional qualifications and skills:





ITALIAN TRADE AGENCY

Tel Aviv Office

Preferential Requirements

- MBA or PhD in Finance, Economics or related subjects
- At least 1 year or more of experience in investment promotion, or in strategic consultancy, or in business law firms, or in finance, particularly in investment banking, or in sales
- 1 or more qualified references from prior employers, relevant for this role
- Fluent in Hebrew (speaking, reading, writing)
- Proficiency in written and spoken Italian

Term

The contract will be for 1+1 year. Provided that funding from ITA is available and upon exclusive decision of ITA, the contract may be extended for an additional period.

The weekly working hours are 36h and the working week is Monday to Thursday from 8:30 to 16:30 and Friday from 9:00 to 13:00.

Work location

The place of work will be ITA's Office located in Tel Aviv, 3 Daniel Frisch Str.

Salary and Compensation

The gross monthly salary (12 pay periods in a year), the net of which - after deducting the Income Tax and employee's share in the payment to the National Insurance Institute - will range from 9,000 NIS to 14,000 NIS, based on the experience and skills of the employee.

Instructions for candidature submission

Interested candidates are invited to send by e-mail to telaviv@ice.it, the following:

1. Application form 1st page – Personal Information, Signature and Certification
2. Copy of C.V.
3. Copy of Degree
4. Copy of Israeli citizenship or valid work permit for Israel
5. Copy of Certificate/Diploma/Document confirming the proficiency in English
6. Proof of the additional qualifications described in the Preferential requirements

Subject: CANDIDATURE SUBMISSION - FDI ANALYST

Deadline: 31 August 2021 at 12.00 (Tel Aviv Time)





ITALIAN TRADE AGENCY

Tel Aviv Office

Moreover, interested candidates are invited to fill the online form (see Application form, 2nd page):

7. Application form – Work experience
8. A response document for the following questions:

Question 1 - What do you know about the role of attracting foreign investments, scouting potential foreign investors and promoting business investment opportunities? What experience do you have which is relevant to this role?

Question 2 - Foreign investment in Italy: describe the key country's strength and weakness

Question 3 - Name at least 3 criteria to evaluate relevancy of Israeli potential partner for investing in Italy (choose any industrial sector).

Question 4 - How you would initiate the scouting for an investment opportunity lead for an industrial factory in Italy?

The selection procedure consists of evaluation of the applications, to identify the candidates fulfilling the minimum requirements. The shortlisted candidates will be interviewed by a selection panel. Please note that the application process involves skill testing, particularly of the English/Italian/Hebrew language and may be asked to do a written exercise.

The Italian Trade Agency will not supply additional information or discuss the selection procedure by telephone. Please address any queries concerning this procedure to: telaviv@ice.it

Equal Opportunity Employer

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.

Providing every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

IMPORTANT NOTICE

This selection could be suspended and/or cancelled at any moment and for any reason or no reason by ITA at its sole discretion, without creating any obligation and/or expectation or reliance on the part of eligible candidates.

Please note that the recruitment is subject to a no-objection statement (“nulla-osta di sicurezza”) from the Italian Embassy in Israel. After final selection of candidates, the contract will be awarded and become effective only upon receiving such official statement.

Also note that the selected candidate will be asked to provide a “National Police Certificate”, stating the absence of criminal convictions or pending proceedings in Israel.





ITALIAN TRADE AGENCY

Tel Aviv Office

APPLICATION FORM

FOR EMPLOYMENT AS A LOCALLY EMPLOYED FOR A POSITION OF:

Position Title: **FDI Analyst, Investments Marketing Specialist for Foreign Direct Investment**

Vacancy Announcement Dated 10/8/2021

Date Available for Work¹ ___

PERSONAL INFORMATION

1. Last Name(s)/Surnames ___ First Name ___ Middle Name ___
2. Other Names Used ___
3. Date of Birth (mm-dd-yyyy) ___
4. Place of Birth² ___
5. Current Address ___
6. Phone Numbers ___
Day: ___
Evening: ___
Cell: ___
7. E-mail Address ___
8. Are you an Israeli Citizen? Yes No
9. Do you have permanent Israeli Resident status? Yes No
If yes, provide number ___
10. Are you legally eligible to work in this country? Yes No
Please attach copies of all documentation that confirms your legal eligibility to work in this country (e.g., work permit, residency permit).³

SIGNATURE AND CERTIFICATION⁴

Signature: ___

Date: (mm-dd-yyyy) ___

¹ Date Available for Work: Provide the date you are available to start working if you are offered the position. Example: September 1, 2021

² Provide the city, state and country.

³ Do not attach originals.

⁴ If you do not sign and date the application, then you lose consideration for the position. Your signature in ink certifies that the information on and attached to your application is true, correct, complete, and made in good faith.

Signing the application also confirms that you understand that the ITA Tel Aviv Office may investigate.



ITALIAN TRADE AGENCY

Tel Aviv Office

WORK EXPERIENCE⁵ RELEVANT FOR THIS ROLE⁶

1. Job Title: ____
From (mm-dd-yyyy) ____ To(mm-dd-yyyy) ____
 2. Net salary per Month in Local Currency⁷ ____
 3. Hours per Month ____
 4. Employer's Name and Address
 5. Supervisor's Name and Contact Information:
Name ____
Phone Number ____
E-mail Address ____
 6. Describe your major duties/responsibilities and accomplishments _____
 7. Reason(s) for leaving⁸ ____
-

Please duplicate and complete this paragraph according to the number of relevant positions during your work experience.

Please complete the Application form responding to the questionnaire in this link: <https://forms.gle/3ZLKc5AJUgzn9m278>

⁵ Work experience includes all paid work.

⁶ It is your responsibility to demonstrate that you are qualified for the position, Read the advertised position requirements on the Vacancy Announcement or media advertisement.

⁷ Salary: Make sure you provide your **net** monthly salary

⁸ Do not write "N/A" or Not Applicable. If you are currently employed, then put "currently employed".