



ITALIAN TRADE AGENCY

Ufficio ICE di Tel Aviv

THE ITALIAN TRADE AGENCY, TEL AVIV OFFICE IS LOOKING FOR: AN ANALYST FOR THE FOREIGN DIRECT INVESTMENT UNIT

Job description

The Italian Trade Agency (ITA) seeks a motivated Analyst with a degree in Economics or Finance for a 1-year FDI Promotion Project, in order to support the Foreign Direct Investment Division of ITA, [Tel Aviv Office](#). Provided that funding from ITA is available and upon exclusive decision of ITA, the contract may be extended for an additional period of time.

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 Investors for Italian based projects or similar business opportunities.

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 attention to details.

Duties

During the 1-Year FDI Promotion Project, the candidate must support ITA FDI team in order to facilitate the entire process of engaging investors prone to invest in Italy, encouraging and facilitating their investment in the country and building confidence and trust, even in aftermarket support. He/She will assist the FDI division 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 division.

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

Primary responsibilities

FDI support in investors engagement process

- Support the FDI division 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 the FDI team
- Support in realizing reports, presentations and documents to track and assess daily activities
- Support the FDI division 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 team in scouting the FDI environment
- Keep abreast of ITA bidding processes and procedures, manage vendor album, solicitation, contracting and invoicing for FDI division activities



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Work location

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

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:

Preferential Requirements

- MBA or PhD in Finance, Economics or related subjects
- At least 2 years 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
- Proficiency in written and spoken Italian
- Fluent in Hebrew (speaking, reading, writing)
- Computer skills (Microsoft applications)

Salary and Compensation

The gross basic monthly salary is 12,500 ILS and is subject to Israeli taxation.

Term

The contract will be for 1 year. Provided that funding from ITA is available and upon exclusive decision of ITA, this Agreement may be extended for another year (the "Additional Term").

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.

Instructions for candidature submission

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

1. A motivation letter and a detailed CV using the [Europass format](#)
2. Copy of Degree
3. Copy of Israeli citizenship or valid work permit for Israel
4. Copy of Certificate/Diploma/Document confirming the proficiency in English
5. Proof of the additional qualifications described in the Preferential requirements

Subject: ANALYST FOR THE FOREIGN DIRECT INVESTMENT UNIT

Deadline: 28 of February 2021 at 17.00 (Tel Aviv Time)



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The selection procedure consists of evaluation of the applications, in order 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

We are

The [Italian Trade Agency](#) ("ITA") is a governmental entity with a diplomatic status that promotes the internationalization of Italian companies, in line with the strategies of the Italian Ministry of Foreign Affairs. ITA provides 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.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies linked to Italian Embassies and Consulates, working closely with local authorities and businesses.

*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.





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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.

