



ITALIAN TRADE AGENCY

Riyadh Office

RECRUITMENT NOTICE FOR A POST OF ASSISTANT TRADE ANALYST

The Riyadh Office of **ICE-Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane (Italian Trade Agency - Trade Promotion Section of the Italian Embassy)** starts a selection procedure aimed at hiring **no. 1 permanent employee, with the qualification of Assistant Trade Analyst**, whose main duties are specified below:

- Market analysis of the Kingdom of Saudi Arabia.
- Identification and analysis of the most important and promising productive sectors for Italian companies.
- Preparation of sectoral mailings of Saudi and Italian operators.
- Preparation of market analyzes and sector reports for Italian companies and associations.
- Organization of events (fairs, seminars, workshops, conferences, bilateral meetings, training courses, buyers incoming to Italy, etc.).
- Support to the Director of ICE Riad in the preparation of documentation for Italian institutions, business associations, etc. in the planning of promotional activities and in the management of contacts with companies and authorities of the two countries.
- Verification and publication of local information sources (newspapers, magazines, periodicals, websites, sectoral publications, etc.) in relation to commercial and industrial business and collaboration opportunities.
- General collaboration in the Office's activities according to needs.

Where appropriate, the Assistant Market Analyst in carrying out his work may be required to travel to Italy and Saudi Arabia.

1. Requirements necessary to participate in the selection

Candidates who meet the following requirements can participate in the selection:

- ✓ have, at the date of this notice, turned 18 years old:
- ✓ enjoying a good health
- ✓ are in possession of the following study certificate:
 - have, at the date of this notice, **University Degree already acquired**
- ✓ Excellent Knowledge of the main IT tools such as (*Microsoft Office Package tools*)



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- ✓ The good knowledge of Italian, English and Arabic languages written and spoken are considered an important requirement, and is also required as well as previous professional experiences carried out in an area relating to foreign trade and the organization of events,.
- ✓ The candidate must be resident in Saudi Arabia or, if he does not have one, undertake with a written declaration to transfer his residence to Saudi Arabia at the same time of signing the contract.

The following are considered as preferential requirements:

- ✓ Work experience carried out in an area related to foreign trade and the organization of events.
- ✓ Good intrapersonal skills
- ✓ High aptitude to collaborate and work in a team

2. Terms of participation

To participate in the selection, each candidate must send - **no later than 12.00 pm - Saudi time - on December 28, 2022**, to the address riyad@ice.it the following documentation:

IMPORTANT: specify the following subject: ICE selection procedure

In the electronic application form to the selection tests, which must be signed and scanned, candidates must declare under their own responsibility:

- ✓ Last name, name, date, place of birth and residence
- ✓ Address to which any communications must be sent
- ✓ Enjoying a good health
- ✓ Citizenship or citizenships held
- ✓ Copy of the certificate certifying the University degree held
- ✓ Curriculum Vitae (CV) in Italian and English.
- ✓ The confirmation of the languages you know (English, Italian, Arabic).
- ✓ Copy of the criminal record relating to the absence of any criminal convictions and pending charges issued by the competent authority (in particular, both by the Saudi authority and by the authority of the country of citizenship; in the case of Italian citizens not yet resident in Saudi Arabia: certificate issued by the Criminal Register and pending charges). If there is no time, especially for non-Saudi citizens, to obtain this certification at the time of the application form, it is necessary to send a **substitutive declaration** declaring the absence of criminal



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convictions and pending charges, with the commitment to deliver it as soon as possible, and in any case absolutely before drafting and signing the employment contract.

- ✓ Copy of passport and a local identity document (IQAMA for foreigners) showing the citizenship of the candidate (country of citizenship) and residence in the Kingdom of Saudi Arabia, or, alternatively, a written declaration in which he undertakes to transfer their residence in Saudi Arabia within one month of signing the contract.

It should be noted that during the selection phase, random checks will be carried out with the competent authorities on the veracity of the certifications and declarations provided.

Mandatory checks will then be carried out on the certifications and declarations issued by the candidates who will be winners of the selection. If from these checks the untruthfulness of the content of the certifications and self-declarations provided should emerge, the interested party, in addition to incurring the penal sanctions provided by law for untruthful declarations, will immediately forfeit the use and any other benefit that may be obtained based on the untruthful statement.

EXCLUSION FROM THE SELECTION PROCEDURES

They determine the exclusion from the selection tests:

- ✓ applications which do not show the possession of all the requisites indicated in point 2
- ✓ applications without signature
- ✓ applications sent after the deadline set out in point 2

3. Contract term

The selected candidate will be offered a permanent employment contract conditional on passing the 3-month trial period.

During the trial period, the employment relationship can be terminated at any time by one party or the other, without notice. Once the trial period has elapsed without either party giving regular notice, the employee's employment shall be considered confirmed.

4. Selection procedure





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The partial ranking of the outcome of the written test and the final one, with the overall result of the tests and the indication of the two selected candidates, will be sent to the email addresses of the individual candidates.

The final ranking will last six months, starting from the date of transmission.

The maximum gross salary expected is 3.047,50 Euro for thirteen Months.

5. Security clearance and disciplinary code

It is already specified that the employment contract with the selected candidate can be stipulated only after receipt of the security clearance from the Italian Embassy in Riyadh. If the diplomatic representation, having made the necessary checks, does not allow the issuance of the security clearance, the contract cannot be stipulated and the candidate in question, therefore, will not be able to join the staff of the ICE-Agency Office of Riyadh.

The selected candidate will also be required, upon signing the employment contract, to take note and countersign the ICE Code of Discipline and Conduct for acceptance. The disciplinary and conduct code of the ICE requires that both the employees of the ICE and its contractual partners observe - in accordance with European standards - the following principles of: accuracy, loyalty, impartiality, good faith, as well as respect the principles of integrity, correctness, honesty, proportionality, objectivity, transparency, fairness, reasonableness. Furthermore, both the fulfillment and the acceptance of donations, gifts and other benefits are prohibited. In the event of violations of these obligations, the ICE Agency is entitled to automatically terminate the contract and to impose corresponding disciplinary measures against its employees involved. The disciplinary and conduct code can be found on the internet page www.ice.it under the heading "Transparent Administration" - "General Acts" also in the English version ("Code of conduct").

6. Information on the processing of personal data

The processing of personal data for the purposes of admission to the examination tests and possible employment will be based on principles of lawfulness, correctness and transparency to protect the fundamental rights and freedoms of individuals.

In this regard, the following information shall be provided:

- The data controller is ICE-Agency for the promotion abroad and internationalization of Italian companies, with headquarters in via Liszt, 21 - 00144 Rome, Tel. 06 59921 (now ICE Agency). The Data Protection Manager can be contacted at the following email address: privacy@ice.it.



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Candidates who, from the examination of the documents referred to in point 2, prove to be in possession of the required requisites, will be invited to take a written **test** on a date starting indicatively from **15 January 2023** and, if this is passed, on the same date, an oral test and a practical test.

The date of the written test (place: Italian Trade Agency Headquarters, Embassy of Italy) will be communicated to each candidate in possession of the requirements via email indicatively by **5 January 2023**.

Written test (selective). Candidates will be subjected to a written test, which consists of the drafting of a short text in Italian, English, and Arabic, the knowledge of which is considered a preferential requirement for the overall assessment - in answers to specific questions, on topics covered by the following possible subjects: - Foreign trade; - Italian export; - ITA-Italian Trade Agency-Saudi Arabia Economy.

A total score between 0 and 30 will be assigned to the written test by the Examination Commission, made up of three commissioners.

Only candidates who have obtained an evaluation of at least 15 points will be invited to present themselves for the oral exam.

Oral test. Candidates will be invited to have a conversation in English, Italian and Arabic, aimed at verifying, in addition to the knowledge of the subjects covered by the written test, the good knowledge of languages and cultural and professional attitudes, that have a fundamental role in the evaluation and the professional activity.

Candidates will then be asked to translate orally - without a dictionary - a short text from Arabic into Italian.

The examining board will collectively assign a score from 0 to 40.

Practical test Finally, candidates will be invited to take a practical test aimed at ascertaining their knowledge of the main IT tools and related applications. It will consist in processing a text and / or a spreadsheet and / or a presentation in a time of 15 minutes using the Windows Office package. **At the practical test, the commission will assign a score from 0 to 15.**

The final total score will be defined by calculating the sum of the scores obtained in the individual tests (written, oral and practical).





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- The processing of personal data is carried out by the ICE Agency, in carrying out its activities for purposes related to the recruitment and selection of personnel in order to possibly establish a working relationship with the Agency.
- The data will be processed using IT and non-IT tools, and the processing is based on the following legal basis: the execution of obligations strictly connected to the recruitment / management of personnel, the provision of data for these activities is essential for proper management of the contract / employment relationship, or the execution of pre-contractual measures adopted at the request of the interested party (art. 6 point 1 letter "b"); Within the limits of the purposes and methods described in this statement, the following categories of data may be processed as personal identifiers (e.g. name, surname, date of birth, tax code), job position (e.g. role, job), telephone contacts, e-mail addresses, geographic location (e.g. residence, domicile, place of birth), education and culture (e.g. educational qualifications, professional certifications). The interested party must not communicate data that can be classified as personal data pursuant to EU Regulation 679/2016. In the event that the curriculum vitae of which the ICE Agency is in possession of any personal data (e.g. data suitable for detecting belonging to protected categories), the Agency will only process the data according to the purposes indicated above. The ICE Agency aims to protect the personal data of candidates, binding their processing to the principles of correctness, lawfulness and transparency provided for by the Regulations. Only personal data which are adequate, relevant and limited to what is necessary with to the purposes of collecting, are processed.
- The data are processed by adequately trained staff of the Agency who work as personnel authorized to process the data, according to principles of correctness, lawfulness, transparency, relevance and not excess with respect to the purposes of collection and subsequent processing.
- The processing takes place in such a way as to guarantee adequate security of personal data, through the use of automated tools, including confidentiality and protection, through technical-organizational measures aimed at preventing the loss of data, illicit or incorrect use and unauthorized access. Personal data may also be managed through online software or cloud services, located within the European Union, in compliance with the rights and guarantees provided for by the General Data Protection Regulation (EU) 2016/679 (RGPD). If your personal data must be managed with cloud services located outside the European Economic Area, the ICE Agency ensures that the processing of your data will be based solely on the institutional purposes of the Agency. The data will not be used for purposes other



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than those described in this statement, except by informing it in advance and, where necessary, obtaining the consent.

- Personal data will be kept for a reasonable period with respect to the processing purposes indicated above and in compliance with all legal obligations. For the purposes indicated, your data will not be disclosed to any recipient.
- The interested party can exercise his rights at any time and access his personal data, to request the correction or limitation, the update if incomplete or incorrect and the cancellation if collected in violation of the law, as well as to oppose the treatment, without prejudice to the existence of legitimate grounds by the data holder.

Date: December 8, 2022

The Director
Enrico Barbieri

A handwritten signature in blue ink, appearing to read 'E. Barbieri', is written over a faint dotted line.

THIS RECRUITMENT NOTICE HAS BEEN POSTED ON THE NOTICE BOARD OF THE EMBASSY OF ITALY ON OCTOBER 18, 2021

The Director
Enrico Barbieri

A handwritten signature in blue ink, appearing to read 'E. Barbieri', is written over a faint dotted line.

