



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e  
l'internazionalizzazione delle imprese italiane

UFFICIO ICE DI ACCRA

**VACANCY ANNOUNCEMENT  
PERSONNEL WITH FULL TIME CONTRACT & ON PERMANENT BASIS  
ITA 001/19**

The Director of ICE – Italian Trade Agency ACCRA Office, Mr. Alessandro Gerbino:

HAVING SEEN

the Decree of September 7, 2015 n. 18549/21178 which approves the Statute of the Agency for the Promotion Abroad and the Internationalization of Italian Companies and in particular the article 12 paragraph 3 which indicates that the ICE Agency operates abroad through its operational units located within the Diplomatic and Consular Representations,

HAVING CONSIDERED

art. 14 paragraph 4 of the aforementioned Statute, which states that ICE Agency may hire locally recruited personnel for the needs of the operating units, in compliance with the provisions of Article 14 paragraph 25 of the ICE Agency Establishment Law, whose employment relations are governed by local rules and practices;

ANNOUNCES

A selection procedure is called for the recruitment of a Junior Trade Analyst, with a 90-days' probation period, and on a permanent basis.

The place of work will be at the ICE – Italian Trade Agency ACCRA Office.

**1. GENERAL REQUIREMENTS FOR ADMISSION**

Applicants with the following requirements may participate in the selection process:

- 1) have, as of the date of this announcement, completed the 18<sup>th</sup> year of age;
- 2) be mentally and physically fit for the job;
- 3) have the following qualification: University Degree;  
preference given to a curriculum in Marketing / Commercial topics, and post-Degree qualifications;
- 4) have at least 1 (one) year of experience in the performance of tasks similar to those outlined in this announcement (attaching appropriate certification/CV);
- 5) be a Ghana Tax resident; non-Ghanaians shall present also Residence and Work Permit in Ghana
- 6) have an advanced knowledge of written and spoken English;
- 7) good knowledge of Italian will be considered a preference.

The listed requirements must be possessed before and on the deadline established under part 3 of this announcement.

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## 2. DESCRIPTION OF THE JOB AND RELATED TASKS

The position of Assistant Trade Analyst must be carried out according to the instructions of the ICE Director of Accra.

The Junior Trade Analyst will support Italian Trade Commission – Accra Office mainly to assist Italian companies:

- Monitoring and reporting about business opportunities in West Africa markets;
- providing information, support and advice to Italian companies interested in developing their business in West Africa market, and vice versa;
- organizing b2b meetings, market research, technical assistance, but not only.

The activities of the Junior Trade Analyst will include, among others, the following:

1. Plan, organize and coordinate trade shows and various promotional events such as seminars, workshops, meetings, missions and political delegations to/from Italy;
2. Prepare and manage budget for promotional activities;
3. Conduct market research analysis for different industry sectors;
4. Assist Italian companies planning to address the West Africa market, as well as local companies interested in Italian products/companies/investments;
5. Facilitate and respond to inquiries of Italian & local companies;
6. Negotiate with suppliers and draft related documents (such as contracts);
7. to provide commercial and technical information, information on customs duties, statistics and foreign trade.
8. Keep contacts and monitor with ICE Accra's branches and Desk offices (in Nigeria and Ivory Coast)
9. Secretarial tasks related to the management of the Office;
10. Provide support to the Accra ICE – Italian Trade Agency Office in relation to other tasks appropriately assigned by the Director.

## 3. SUBMISSION OF APPLICATIONS

To be admitted in the selection process, applications must be submitted no later than 4:00 pm local time on October 29th 2019; either

- in person, in a sealed envelope indicating the ref. number of this announcement [ITA001/19] at the following address:

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- Or, by e-mail at [accra@ice.it](mailto:accra@ice.it) indicating the ref. number of this announcement [ITA001/19] in the subject line.

In the application, candidates shall declare under their own responsibility (USE THE TEMPLATE IN ANNEX):

- a) surname, name, date and place of birth, residence, telephone;
- b) an email address to which communications may be sent;
- c) to be mentally and physically fit for the job;
- d) be a Ghana Tax resident (for not Ghanians also to be in possession of a residence and work permit for the entire duration of the contract);
- e) to be free of any criminal convictions including those imposed abroad;
- f) possession of the qualification indicated in point 3 of part 1;
- g) to have at least 1 (one) year of experience in performing tasks similar to those listed in this announcement;
- h) to have an advanced knowledge of written and spoken English;
- i) level of knowledge of the Italian language.

### 3.1 ATTACHMENTS

Along with the declaration, the following documents shall be attached:

- Valid Document of Identification;
- Updated Curriculum Vitae, including supporting documents and certificates;
- Work References.

### 4. EXCLUSION FROM THE SELECTION PROCESS

Exclusion from the selection process can result from the occurrence of one (or all) of the following cases:

- I. applications which do not fulfill all the requirements set forth under part 1. "General Requirements for Admission";
- II. applications submitted with the declaration in annex not bearing the signature of the candidate and without the attachments listed at 3.1;
- III. applications submitted after the deadline set forth under part 3 of this announcement;
- IV. incomplete applications as per the details set forth under part 3 of this announcement.

### 5. EVALUATION OF THE DOCUMENTS AND THE INTERVIEW

Accra ICE – Italian Trade Agency Office, using a specifically established Internal Commission, will examine the applications received, accepting only those meeting the general requirements described under part 1 of this announcement.

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The Commission will subsequently evaluate the quality of the qualifications of the candidate (grades, subjects, any postgraduate qualifications), the professional experience of the candidate (institution/company where the experience has been gained, type of activities carried out, references, duration, etc.) and will decide on the list of candidates admitted to the examination on the basis of achieving a minimum score of 18/30.

The evaluation of the cv will be scored out of a maximum of 30 points, of which:

- a maximum score of 15 points for qualifications;
- a maximum score of 15 points for professional experience.

The outcome of this evaluation will be communicated to all the candidates deemed admissible.

The call for exams will be sent by e-mail to the address stated by the candidate at the time of the application. The exam, which will take place at the Accra ICE – Italian Trade Agency Office, will be divided into oral, written and language tests. Tests will aim to evaluate the candidates' knowledge in economic and commercial matters, statistics, and language skills, as well as level of ability in main Office softwares. Candidates are not entitled to any form of reimbursement of expenses incurred to present themselves for the exam.

At the exam, a maximum score of 70 points will be awarded.

#### **6. FINAL CLASSIFICATION**

The list will be formulated by the examining Internal Commission immediately after the conclusion of the selection process. Candidates who have obtained a minimum score of 60/100 will be considered eligible for the ranking and the candidate who will have accumulated the highest total score will be selected. The relative score will be attributed based on the unanimous opinion of the Internal Commission.

If two candidates have been given the exact same score, the youngest candidate will be chosen, as required by Law n. 127/97 and subsequent amendments.

The Head of Accra ICE – Italian Trade Agency Office, having recognized the smooth proceeding of the selection process, approves the classification for the consequent acts. The classification is immediately effective and can be used to recruit employees on permanent basis and a full-time contract at the Accra ICE – Italian Trade Agency Office for the duration of the classification list which is one year from the date of approval of the same. It is to be noted that the selection does not serve as guarantee for a job offer but only inclusion in the ranking. The candidates will be notified by e-mail of their inclusion in the classification.

#### **7. ESTABLISHMENT OF THE EMPLOYMENT RELATIONSHIP**

The establishment of the employment relationship is subordinated to the Clearance by the Italian Ministry of Foreign Affairs and International Cooperation. In case such Clearance is refused, the candidate is declared not eligible and removed from the classification.

The employment relationship will be established through the stipulation of a full-time contract on permanent basis. The starting salary is GHS equivalent of 1166.66 EURO gross salary per month, for 12 months/year.

The selected candidate will have to submit the following documents:

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1. birth certificate;
2. certificate of citizenship;
3. certificate of mental and physical fitness;
4. certificates of qualifications as described in the duly signed CV;

The certificates referred to in points 1, 2 & 3 must be presented within the deadline of 15 calendar days from the date of the job offer by the Accra ICE – Italian Trade Agency Office. The remaining documents must be presented before the contract is signed.

Should subsequent checks cast doubt on the authenticity of the content of the substitutive declaration, the candidate will incur the penal sanctions referred to in article 76 of the aforementioned D.P.R. n. 445/2000, being immediately banned from the employment and any other benefits that may be obtained on the basis of the truthful declaration.

#### **8. USE OF PERSONAL DATA**

The submission of applications for selection by the candidates implies consent to the processing of their personal data, including sensitive data, by the staff assigned to receive and file the applications and their use during the selection process.

#### **9. SAFEGUARD CLAUSE**

The Accra ICE – Italian Trade Agency Office reserves the right to revoke the announcement for serious reasons, after these have been discretionally assessed. It also reserves the right not to proceed with the selection due to the lack of candidates with adequate requisites and the unavailability of financial resources to cover the costs of the assignment.

#### **10. CODE OF ETHICS AND BEHAVIOR**

Successful candidates must comply with the Code of Ethics and Behavior of the ICE Agency.

Alessandro Gerbino

Director  
Italian Trade Agency Accra Office

**THIS ANNOUNCEMENT HAS BEEN PUBLISHED ALSO ON ICE ACCRA WEBSITE AND POSTED ON THE ITALIAN EMBASSY'S NOTICE BOARD.**

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## ANNEX

### **SUBSTITUTIVE DECLARATION**

The undersigned

(surname, first name, date and place of birth, residence, telephone)

DECLARES UNDER HIS/HER OWN RESPONSIBILITY

that the e-mail address at which communications shall be sent is as follows: \_\_\_\_\_  
to be mentally and physically fit for the job;  
to be an Ethiopian citizen (or to be in possession of a residence and work permit for the entire duration of the contract);  
not to have criminal conviction including those imposed abroad;  
to possess a qualification at least equivalent to that indicated in point 3 of part 1 of this announcement;  
to have at least 1 (one) year of experience in carrying out tasks similar to those of this announcement (attaching relevant certification/curriculum vitae);  
to have a good knowledge of the Amharic language;  
to have a good knowledge of Italian and English languages.

In good faith,

Date, \_\_\_\_\_

Signature

\_\_\_\_\_

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