



ITALIAN TRADE AGENCY

Hong Kong Office, 06 October, 2022

## JOB OPENING

### ONE Assistant Trade Analyst

#### The employer: The Italian Trade Agency in Hong Kong

The Italian Trade Agency ("ITA"), also known as Italian Trade Commission is the Italian Government Agency which promotes the internationalization of the Italian companies, in line with the strategies of the Italian Government. ITA provides information, support and advice to Italian and foreign companies.

Additional information about the Italian Trade Agency is available at [www.ice.it/en/](http://www.ice.it/en/).

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Job positions available: **1 Assistant Trade Analyst**

The candidate will be required to perform the following duties:

- Organize, coordinate and take part in promotional activities, such as, trade show pavilions, exhibitions, conferences, seminars and advertisement campaigns;
- Coordinate negotiations with potential Hong Kong partners (importers, agents, suppliers, etc.) for Italian counterparts and database updating and draft related documents;
- Organize events, coordinating production, media relations and PR agencies;
- Coordinate Social Media communication and digital marketing;
- Perform public relations activities including contacts with local authorities and business representatives;
- Assist to manage and supervise budget and accounting reporting on the projects performed;
- Conduct market analysis, perform research projects and monitoring product sector assigned;

- Implement basic and customized services being responsible of the quality of services rendered;
- Provide prompt assistance, to Italian and Hong Kong companies willing to establish and/or strengthen their business ties;
- Carry out any assigned administrative task required to prepare the ground for the above-mentioned activities;
- Interact and respond to inquiries of Italian companies, under the coordination of the Senior Trade Analyst.

**Minimum requirements:**

- Hong Kong Permanent Resident
- University graduate in International Relations, Public Administration, Economics, Business Administration, Marketing and/or Arts-Humanities-Communication, Science and/or Engineering.
- Proficient in English, Cantonese, and Mandarin.
- Proficient in Microsoft Office (PowerPoint, Word, Excel)
- Not being convicted of any criminal offense and not having any pending criminal proceedings against him in Hong Kong or in other countries

**ITA does not sponsor a working visa**

**Candidates lacking even one of the above listed requirements will not be considered.**

**Preferential requirements:**

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

- Proven knowledge and understanding of the Hong Kong business/commercial environment;
- A minimum of 1 year of experience in the Hong Kong commercial sector, in Government agencies and/or procurement offices related to business and trade;
- Proven wide network of contacts in different Hong Kong business/industries;
- Proven ability to devise and implement a strategy for marketing and communication about business content;
- Professional understanding of social platforms including, but not limited to, Facebook, Twitter, Instagram, LinkedIn, etc.
- Excellent interpersonal and communicational skills;
- Project management skills coupled with a high attention to detail and superior multi-tasking abilities.
- Italian speaking



Work location

Italian Trade Commission  
Suite 4001, Central Plaza, 18 Harbour Road, Wanchai

**The candidate may be required to travel internationally if necessary.**

Salary and Compensation

Annual salary will be **around** HK\$242,000.00 which include:

- Monthly salary
- MPF scheme
- Health insurance coverage (staff only)

Due to the fiscal status of ITA in the Hong Kong SAR, the candidate shall be solely and fully responsible for taxes and all related fiscal requirements requested by the Hong Kong SAR laws.

Contract Duration

This is a permanent full-time position i.e., 40 hours per week.

Application Process

To apply for this position, please send **ONLY BY EMAIL** to [g.gatti@ice.it](mailto:g.gatti@ice.it) and [t.mong@ice.it](mailto:t.mong@ice.it), specifying in the subject "Application for Assistant Trade Analyst" before **Monday, 7th November 2022 at 5:00 PM**, the following:

1. Application letter;
2. Copy of your Hong Kong Permanent I.D. card (please cover-up the last 4 digits);
3. Your CV/Resume;
4. Copy of bachelor's degree certificate;
5. Substitutive declaration of possession of requirements (attached on page 7), duly fill in and signed;
6. Any other document useful to access previous experience or qualifications.

**Deadline: 7th November 2022 at 5:00 pm**

**No application arriving beyond the deadline can be accepted.**

**Personal data collected will be used for recruitment purpose only.**

## **Selection Procedure**

Only candidates who meet the above listed Minimum requirements will be invited to participate to the selection process.

Please note that the selection will focus on the following:

1. Written and spoken English and Chinese (Cantonese & Mandarin);
2. Marketing and Promotion of Italian Industries;
3. Analysis of Trade & Economic Statistics;
4. Basic knowledge in office administration;

The selection process will be scheduled in:

1. **Written test** in English and in Chinese on International Marketing and Communication **expected to be scheduled by 25 November 2022** in a venue tbc. The written test is aimed to ascertain relevant knowledge of International Marketing and Communication and assess the candidate strength of reasoning. The candidates may score **up to 50 points** and must score **at least 35 points** to be admitted to the Oral test. **Practical test**, if possible, will be held on the same date of the Written test, aimed to ascertain IT skills (**up to 15 points**).

2. **Interview in English and Chinese (Cantonese and Mandarin), after the scoring of the Written test, should be held** in ITA Hong Kong Office (Suite 4001, Central Plaza, 18 Harbour Road, Wanchai, Hong Kong). The interview, conducted in English and Chinese (Cantonese & Mandarin), will focus on skills, qualifications, motivation and strength of reasoning (**up to 35 points**).

During the interview the candidate will also translate a short text, without any dictionary, from English to Chinese and viceversa. The candidate will also have a short conversation in Italian, if able to. The additional points for the preferential requirements will be assigned within the oral evaluation. This will refer to the above listed "preferential" requirements, such as Italian knowledge, and previous work experience in a similar role with Italian entities and/or companies based in Hong Kong, and/or previous experience with Industry Associations in Hong Kong.

Only candidates who reach at least 35 points in the Written test will be invited to the Oral test.

The final total score will be defined by calculating the sum of the scores obtained in the individual tests (written, oral and practical). After testing, each candidate will be ranked on a **100 points scale**. **Only candidates who scored at least 70 (out of 100 points) will become eligible and shortlisted.**

Please note that:

- The selection will take place in person at a venue to be confirmed for Written and Practical test, while the interview will take place at the ITA's Office (Suite 4001, Central Plaza, 18 Harbour Road, Wanchai)
- If, for sanitary reasons due to Coronavirus, should not be possible to take the tests in person by November, the eligible candidates will be informed of either a possible postponement or an online examination, in advance.
- The selection procedure will be carried out according to the anti-Covid requirements suggested by the Hong Kong SAR (wearing a mask and social distancing) and proof of Coronavirus vaccination and a negative RAT test will be required for participation.
- The venue for the Written and Practical test will require candidates to use the App "LeaveHomeSafe" and each candidate must have completed at least two doses of COVID Vaccination, with the certificate uploaded into the "LeaveHomeSafe" for checking before the examination.

The position will be offered to the eligible candidate with the highest score unless he/she intends to withdraw, resign, or ITA finds later that he/she lacks the eligibility requirements: in such a case, the position will be offered to the next ranked eligible applicants, according to a list that will remain valid for 6 months. The list will be published on the ITA website.

Passing the above-mentioned examinations does not automatically imply any obligation for ITA – Hong Kong office to recruit or sign the employment contract with the selected candidates, nor is to be intended as his/her automatic recruitment at the office of ITA in Hong Kong. For those candidates who pass the examination, the recruitment will be valid, executed and effective only after the signing of the formal employment contract.

Please note that the recruitment of the suitable candidate is subject to a "No-objection statement" to be issued by the Italian Government, upon receipt of a "No Criminal Record Certificate" issued by the Police Department of the HKSAR. Therefore, after receiving such certificate, the Consulate will conduct a background check aimed at verifying the possession of the listed requirements and the veracity of the declarations made. This procedure will take around 45 days.

For additional information about this position, please contact the Italian Trade Agency – Hong Kong Office at Suite 4001, Central Plaza, 18 Harbour Road, Wanchai, Hong Kong – Mr. Tyrone Mong, Senior Trade Analyst, email: [t.mong@ice.it](mailto:t.mong@ice.it); Tel. 2846 6500 or visit our web site [www.ice.it/en](http://www.ice.it/en).



**IMPORTANT NOTICE**

**This selection could be suspended and/or cancelled at any moment and for any reason by the Italian Trade Agency in Hong Kong at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.**

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Please note that as an entity that forms part of the Italian public sector, ITA must apply the principles of loyalty, fairness and transparency in any transaction it may enter into and in any dealing, with its partners, customers and suppliers ("Code of Conduct"). A copy of ITA Code of Conduct is available on the website at the following LINK: [Code of Conduct](#)

The selected candidate will also be required, upon signing the employment contract, to take note and countersign the ITA Code of Discipline and Conduct for acceptance.

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

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Gioia Morena Gatti  
Italian Trade Commissioner



### SUBSTITUTIVE DECLARATION OF POSSESSION OF REQUIREMENTS

Name & Surname:	
Date & place of birth	
Position to which apply:	Assistant Trade Analyst

Postal address:	
Telephone: E-mail:	

**THE CANDIDATE DECLARES:**

Being a Hong Kong SAR permanent citizen and in possess of permanent I.D. card	<input type="checkbox"/> Yes <input type="checkbox"/> No
Being physically resident in Hong Kong	<input type="checkbox"/> Yes <input type="checkbox"/> No
Being in possess of a certificate of bachelor degree or post-graduate degree or higher	<input type="checkbox"/> Yes <input type="checkbox"/> No
Not having reported criminal convictions and not having pending charges	<input type="checkbox"/> Yes <input type="checkbox"/> No

The undersigned formally declare that the above information is true and correct and is aware of the consequences, of a criminal nature, and of a serious false declaration, provided for by Italian law and local law.

The undersigned formally authorizes ITA Agency to carry out a back ground check aimed at verifying the possession of the required requirements and the veracity of the declarations made.

The undersigned undertakes to present the documentation certifying the above declared in case to be awarded as the winner of the selection process.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



### **PERSONAL INFORMATION COLLECTION STATEMENT**

This statement is to inform you of your rights under the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong).

#### **Purposes of Collection**

1. Please note that it is mandatory for you to provide the personal information (“**Personal Data**”) requested in this form. If you fail to provide the required data, your application may not be accepted.
2. Personal Data provided in this form will be used by ITA-HK for one or more of the following purposes:
  - a. verification of identity and background checks for recruitment purposes;
  - b. complying with any laws, regulations or guidelines issued by regulatory or other authorities within or outside Hong Kong; and
  - c. any other purposes agreed by you.

#### **Transfer of personal data:**

3. Personal Data collected will be kept confidential but, subject to the provisions of any applicable law, may be disclosed or transferred to the following categories of persons or any one of them (whether within or outside Hong Kong) from time to time for the purposes set out above:
  - a. internal auditing bodies of ITA-HQ in Rome and/or ITA-HK;
  - b. legal advisers and other professional advisers engaged by ITA-HK;
  - c. persons to whom ITA-HK is under any obligations or requirements to disclose Personal Data by any laws, regulations or guidelines issued by regulatory or other authorities or law enforcement agency, or by any court or judicial body; and
  - d. persons to whom ITA-HK is required to disclose Personal Data by any policies and measures implemented by ITA-HK for prevention or detection of any unlawful activities or suspicious activities.

#### **Access and Correction of Personal Data**

4. Any individual to whom Personal Data belongs has the right to request access to and correction of his or her Personal Data provided in this form. Any such request should be made in writing to ITA-HK’s Personal Data Protection Officer at [privacy@ice.it](mailto:privacy@ice.it).