



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Office of the Italian Embassy

VACANCY ANNOUNCEMENT FOR THE RECRUITMENT OF ONE JUNIOR TRADE ANALYST ASSISTANT (M1)

Authorization of the Director General for the Foreign Network No. 0000006/26 dated 15 June 2026

The selection procedure is conducted pursuant to the provisions of ICE Agency Service Order No. 7/24 of 31 May 2024.

The **Italian Trade Agency (ITA – ICE Agency)** is the government organization responsible for promoting the internationalization of Italian companies and supporting their expansion into foreign markets. The Agency also promotes foreign direct investment into Italy. With a dynamic, modern and highly motivated organization and an extensive network of offices worldwide, the ICE Agency provides information, assistance, advisory services, promotion and training to Italian small and medium-sized enterprises. Through the use of the most advanced promotional and multichannel communication tools, the Agency promotes the excellence of Made in Italy throughout the world.

In Azerbaijan, the ICE Agency operates through its **Baku Office**. Further information is available at www.ice.it.

Scope of Duties

The **Junior Trade Analyst Assistant** will support the ICE Agency Office in Baku primarily by assisting Italian companies in accessing business opportunities in the Azerbaijani market; monitoring business opportunities; providing information, support and advisory services to Italian companies wishing to develop their business in Azerbaijan; organizing B2B meetings; conducting market research; providing technical assistance; and assisting in the planning and implementation of promotional activities such as trade fairs, seminars, advertising campaigns and similar initiatives.

1. Duties and Responsibilities

The duties of the Junior Trade Analyst Assistant include, but are not limited to, the following:

- Planning and organizing trade fairs and promotional events, including seminars, workshops, meetings, and business delegation missions to and from Italy, as well as preparing and managing the related budgets under the supervision of the Head of Office.
- Conducting market studies and research across various industrial sectors.
- Assisting Italian companies in their internationalization activities in Azerbaijan, particularly in identifying and establishing commercial partnerships.
- Negotiating with suppliers and preparing the relevant documentation (e.g. contracts).



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- Providing assistance to Italian companies on legal, customs, tax and contractual matters.

2. Duty Station

ICE Agency – Baku Office
Landmark 1 – 5th Floor
96E Nizami Street
Baku, Azerbaijan

The selected candidate must be available to travel domestically and internationally whenever required.

3. Working Hours

Full-time position.

Working schedule: Monday to Friday, from 9:00 a.m. to 5:30 p.m., with a lunch break from 1:00 p.m. to 1:30 p.m.

4. Employment Terms and Gross Salary

The successful candidate will be offered an open-ended employment contract, subject to the successful completion of a six-month probationary period, under the Marketing Area – Level 1 – Assistant Trade Analyst (Junior Trade Analyst) classification.

The starting gross salary is EUR 1,076 per month, payable over 12 monthly installments (annual gross salary: EUR 12,912).

Salary payments will be made in Azerbaijani Manat (AZN) at the exchange rate published by the Central Bank of Azerbaijan on the payment date.

5. Mandatory Eligibility Requirements

To be eligible for the selection process, applicants **must meet all of the following requirements**. Failure to satisfy any of these requirements will result in exclusion from the selection process.

Applicants must:

- Be at least 18 years of age.
- Hold at least a Bachelor's Degree in one of the following fields: Law, Economics, Political Science, Social Sciences, Business Administration, Engineering, Scientific disciplines,

Information Technology or Foreign Languages, or possess an equivalent foreign qualification recognized as comparable.

- Have been resident in Azerbaijan for at least two years.
- Hold a valid work permit (for non-Azerbaijani nationals) and be tax residents in Azerbaijan. Please note that the ICE Agency does not sponsor work visas.
- Be medically fit for employment.
- Have no criminal convictions and not be subject to preventive measures, civil judgments or administrative measures recorded in the criminal records register.
- Have native-level proficiency in written and spoken Azerbaijani.
- Have excellent command of written and spoken English.
- Have a working knowledge of the Italian language.
- Possess excellent computer skills.
- Demonstrate outstanding interpersonal, communication and organizational skills.
- Display a proactive attitude, goal-oriented working methods and a strong results-driven approach.

6. Preferred Qualifications

Additional points will be given to candidates possessing one or more of the following qualifications:

- Previous professional experience relevant to the position advertised.
- A Master's Degree or postgraduate qualification in Law, Economics, Political Science, Social Sciences, Business Administration, Engineering, Scientific disciplines, Information Technology, Foreign Languages, or an equivalent foreign qualification recognized as comparable.

7. Application Procedure

Applications must be submitted electronically using Application Form A, duly completed, signed, scanned and accompanied by the supporting documentation listed below.

Applications must be sent by email to: **baku@ice.it**

with the subject line: **COD JTA No. 1/2026**

Deadline: no later than 12:00 a.m. (Baku time) on 30 July 2026.

Applications submitted in person or by courier will not be considered.

The application package must include:

- Completed Application Form A;
- Copy of a valid identity document;



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- Copy of the residence certificate demonstrating residence in Azerbaijan for at least two years;
- Copy of the work permit (for non-Azerbaijani applicants only);
- Updated **Europass Curriculum Vitae**;
- Copies of academic qualifications;
- Copies of documents certifying relevant professional experience (internship certificates, employment contracts or employer references).

Applications will be excluded from the selection process if:

- the applicant does not meet all the mandatory requirements listed under Section 5;
- the application is not personally signed;
- the application is received after the stated deadline.

Important Notice

The following declaration must be included at the end of the Curriculum Vitae:

I hereby authorize the processing of my personal data pursuant to Article 13 of Italian Legislative Decree No. 196 of 30 June 2003 and Article 13 of Regulation (EU) 2016/679 (GDPR) for the purposes of personnel recruitment and selection.

Based on the applications received within the deadline, a shortlist of eligible candidates will be drawn up.

Eligible candidates will be invited to sit the examinations at least 15 days before the scheduled examination date.

The examination schedule and instructions will be published on the ICE Agency website and communicated to candidates by email. Publication on the website shall constitute official notification for all legal purposes.

8. Selection Procedure

The selection process will be conducted by an Evaluation Committee appointed by the Director of the ICE Agency Office in Baku.

The Committee will evaluate candidates in accordance with the criteria summarized below and described in detail in **Annex 1**.

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Candidates will be required to complete the following examinations to assess their suitability for the advertised position.

a) Written Examination (Maximum 60 points)

Duration: 1 hour and 30 minutes

The written examination consists of:

1. Short-answer and multiple-choice questions on:
 - Current economic affairs;
 - The Italian system for the promotion of internationalization (ICE Agency and other institutions, their activities and organization);
 - International Marketing.

This section will be conducted in English.

2. Multiple-choice English language test.
3. Translation of a text from Azerbaijani into Italian.
4. Translation of a text from English into Azerbaijani.

The written examination will be considered passed if the candidate:

- obtains an overall score of at least 39 points;
- achieves at least 65% of the maximum score for Part 1;
- achieves at least 70% of the maximum score for Part 4.

The examination schedule and instructions will be published on the ICE Agency website and communicated to candidates by email. Publication on the website shall constitute official notification for all legal purposes.

The written examination is expected to take place during the first week of September.

The exact date will be announced with at least 15 days' notice.

Only candidates who achieve the minimum required score in the written examination will be invited to the oral examination.

b) Oral Examination (Maximum 34 points)

Duration: 1 hour

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The oral examination consists of:

1. A conversation in Italian to assess language proficiency.
2. A conversation in English covering the technical subjects included in the written examination.
3. A conversation in Azerbaijani to assess language proficiency.
4. A practical computer skills test designed to assess proficiency in the use of common office software, including Microsoft Word, Excel and PowerPoint.

The oral examination will be considered passed if the candidate obtains an overall score of at least 21 points.

The oral examination schedule and instructions will be published on the ICE Agency website and communicated by email. Publication on the website shall constitute official notification.

The oral examination is expected to take place during the third or fourth week of September.

The dates will be announced with at least 15 days' notice.

Additional Points for Preferred Qualifications

The following bonus points will be awarded:

- Master's Degree in Economics, Business, International Relations or Foreign Languages, PhD, and/or postgraduate Master's degree (e.g. MBA or equivalent): up to 2 points.
- Relevant professional experience: up to 4 points.

9. Selection Results

At the conclusion of the selection procedure, a **final ranking list** will be established based on the candidates' overall scores obtained throughout the entire selection process. The final ranking will be published on the ICE Agency website.

In the event of a tie, the preference criteria established by the applicable regulations shall apply. Should a tie still remain, preference will be given to the **younger candidate**.

Should a successful candidate decline the position, the Agency reserves the right to appoint the next eligible candidate on the ranking list.

The ICE Agency Office in Baku also reserves the right to use the final ranking to fill future vacancies requiring the same professional profile.



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The ICE Agency further reserves the right not to proceed with the recruitment following completion of the selection procedure. Participation in the selection process therefore does not create any entitlement to employment.

The selection procedure may be cancelled or withdrawn at any stage without giving rise to any claim for compensation or any other entitlement.

10. Employment Contract

The successful candidate shall submit the following original documents within **seven (7) days** of receiving the official offer of employment:

1. Birth certificate or equivalent document issued by the competent local authorities.
2. Certificate of citizenship or equivalent document issued by the competent local authorities.
3. Medical certificate confirming fitness for employment.
4. Criminal record certificate or equivalent document issued by the competent local authorities.
5. Certified copy of the academic qualification(s).
6. Copy of the residence and work permit (for non-Azerbaijani nationals only).

With regard to item 6, please note that employment cannot proceed in the absence of the required documentation.

Regarding the residency requirement, applicants are generally expected to submit a residence certificate issued by the competent local authorities.

Italian citizens registered with the Registry of Italians Resident Abroad (AIRE) may submit a self-certification confirming their AIRE registration.

Documents issued by foreign authorities must be legalized in accordance with the applicable regulations.

Documents drafted in a foreign language must be accompanied by an official certified translation.

The ICE Agency reserves the right to verify the accuracy of all declarations concerning eligibility requirements, qualifications and professional experience.

Any false declaration may result in:

- exclusion from ICE Agency recruitment procedures;
- withdrawal of the employment offer;

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- immediate termination of any existing employment relationship;

without prejudice to any further legal action.

The applicant shall also be subject to the criminal penalties provided for under Article 46 of Presidential Decree No. 445 of 28 December 2000, where applicable.

During the employment relationship, the successful candidate shall fully comply with the ICE Agency Code of Ethics. Any serious violation of the obligations established therein may constitute grounds for termination of employment.

Furthermore, employment may become effective only after all internal authorization procedures of the Italian Authorities have been completed, a process that may require approximately two months following completion of the selection procedure.

The selected employee shall also comply with all security regulations and instructions issued by the Embassy of Italy in Baku and by the Head of Mission.

No employment relationship may be established between personnel employed by the ICE Agency Office in Baku and the Italian diplomatic or consular missions or the Italian Ministry of Foreign Affairs and International Cooperation (MAECI).

11. Personal Data Protection

Personal data collected through the application process shall be processed exclusively for purposes connected with the conduct of the selection procedure and any subsequent recruitment activities, in accordance with the applicable legislation and **Regulation (EU) 2016/679 (GDPR)**.

12. General Provisions

Participation in this selection procedure constitutes full and unconditional acceptance of all the provisions contained in this Vacancy Announcement.

Any requests for information regarding this recruitment process may be sent by email to:
baku@ice.it

This Vacancy Announcement and all communications relating thereto will be published exclusively on the website of the ICE Agency – Baku Office.

ICE Agency – Baku Office
The Director
Cecilia Oliva

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