



Ho Chi Minh City Office

## JOB OPENING

### ONE Assistant Trade Analyst

#### The employer: The Italian Trade Commission in Ho chi minh city

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** - Junior level, permanent contract, full-time, with 2 month-probation period – Languages required: Vietnamese, English (mandatory) , Italian (preferred).

#### The candidate will be required to perform the following duties:

1. Conduct economic and market analysis both qualitative and quantitative, and providing advice and/or consultancy services for the Italian business to explore market opportunity in Vietnam;
2. Feed and update the office's database of local businesses by sector.
3. Update information related to trade opportunities, changes in regulations, etc.;
4. Plan and organize trade shows participation and various promotional events like seminars, workshops, meetings and mission to/from Italy;
5. Set and maintain good relationships with the relevant contacts in industries, trade associations and government agencies;
6. Provide support in implementing basic information and assistance to the Italian companies interested in entering the Vietnamese market, as well as Vietnamese

companies interested in the Italian products/ companies/ investments;

7. Participate meeting and mission in Vietnam and abroad;
8. Perform other related ad-hoc duties to support team as required.

**Minimum requirements:**

- a) applicant must be eligible to work in Vietnam;
- b) applicant must be a Vietnam tax resident;
- c) applicant must be able to show any current and valid passport or ID;
- d) a CV is required;
- e) Not being convicted of any criminal offense and not having any pending criminal proceedings against him in Vietnam or in other countries (provide self declararion or criminal record certificate)
- f) applicant must have an active Vietnam Bank Account;
- g) applicant must have a minimum of bachelor's degree in Economics and/or Business Administration and/or Marketing and/or Law and/or Communications and/or Engineering and/or Information Technology
- h) Language required: a very good communication skills in Vietnamese and English languages - understanding, reading, speaking and writing;
- i) advanced computer literacy in Windows OS, MS Office applications;

**Preferential requirements:**

- ✓ knowledge of Italian language - spoken and written fluently
- ✓ a minimum of one year of previous experience in a similar role - (in the International Trade either public or private sector, Embassies, Trade Promotional Organization and etc);
- ✓ systematic analytical thinking and ability to manage various research data with accurate and reliable results;
- ✓ good understanding of economy, business practices, laws, regulations and policies; general knowledge about Italy / Vietnam is an advantage.
- ✓ a strong sense of initiative and responsibility, motivated, self-starter, practical approach to problem-solving, ability to work alone and/or in a team, respecting deadlines, and ability to handle stressful situations;
- ✓ ready to travel internationally when required;
- ✓ excellent interpersonal and communicational skills preferred.



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- ✓ proven ability to work with highly regulated subject and to adapt to a variety of audiences (private or institutional) preferred;
- ✓ project management skills coupled with a high attention to detail and superior multi-tasking abilities preferred;

**ITA does not sponsor a working visa**

**Candidates lacking even one of the above-listed “minimum requirements” will not be considered. Only the short-listed candidates admitted to the interview will be contacted and the list will be published on ITA Ho chi minh city webpage.**

**Work location**

Italian Trade Commission

**Job Location:** Saigon Trade Center, Unit 2205 - 37 Ton Duc Thang Street - Saigon Ward,  
- Ho Chi Minh City - Vietnam.

**Hours of Work:** Monday to Friday office hours (currently from 8/8.30am to 5/5.30pm). 1 hour break included

**Salary and Compensation**

Monthly gross salary: VND 25,300,000 (for 12 months)

On top of the gross salary:

- 1 month bonus salary
- Clothing allowance: 1 month's salary
- Annual medical check up
- Severance allowance in accordance with company policy

**Contract Duration**

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

**Application Process**

This job announcement will be online and published for 16 days.

To apply for this position, please send ONLY BY EMAIL to [recruitment.hochiminh@ice.it](mailto:recruitment.hochiminh@ice.it), specifying in the subject “**Application for Assistant Trade Analyst ITA Ho chi minh city**” by **Sunday January 18th 2026 at 5:00 PM**, the following:

1. Copy of your I.D. card or Passport (please cover-up the last 4 digits);
2. Your CV/Resume (please add the following sentence at the end of your CV and sign on each page at the lower right-hand corner):  
***“I hereby give consent for my data included in the curriculum vitae to be proceeded by the Italian Trade Agency – Hochiminh office, for recruiting purposes according to Italian/European law. I hereby consent to the processing of the data I provided in this C.V.”***
3. Copy of bachelor’s degree certificate.
4. Substitutive declaration on fiscal residence in Vietnam (see attached form)
5. Substitutive declaration of not being convicted of any criminal offense and not having any pending criminal proceedings against him in Vietnam (see attached form)
6. Any other document useful to access previous experience or qualifications.

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

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

### **Selection Procedure**

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

Shortlisted candidates will be invited for the selection and to sit in examination via mail from 19th January of 2026 onwards.

The procedure will be conducted by a Commission of representatives of the Italian Trade Agency that will be appointed by the office’s Director.

Please note that the selection will focus on the following:

1. Written and spoken English (italian language, if available)
2. Marketing and Promotion of Italian Industries.
3. Analysis of Trade & Economic Statistics.
4. Basic knowledge of office administration.

The selection process will be scheduled in:

- 1) **Written test** in English on International Marketing **expected to be scheduled by end of February 2026** at ITA Ho Chi Minh City Office (Saigon Trade Center, Unit 2205 - 37 Ton Duc Thang Street - Ben Nghe Ward, District 1 - Ho Chi Minh City - Vietnam). The written test is aimed to ascertain relevant knowledge of International Marketing and to assess the candidate reasoning skills. The candidates may score **up to 50 points** and must score **at least 35 points** to be admitted to the Oral test. A 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) Oral Interview in English (after **the scoring of the Written test published on the ITA website**), whose date will be communicated with at least 15 days in advance from the scheduled date and it could be held digitally via Google Meet or in presence at ITA offices in Ho Chi Minh. The interview, conducted in English will focus on skills, qualifications, motivation and reasoning skills (**up to 35 points**).  
The candidate will also have a short conversation in Italian, if he/she is able to.  
During the interview the candidate will also translate a short text, without any dictionary, from English to Italian and viceversa.

The additional points for the preferential requirements will be assigned in the oral evaluation

**(up to 5 points).**

This will refer to the above listed "preferential" requirements, such as Italian knowledge, a minimum of 1 year of experience in the Vietnam commercial sector, in Government agencies and/or procurement offices related to business and trade; and Experience in a similar role with Italian entities and/or companies based in Vietnam and/or previous experience with Industry Associations in Vietnam

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.**

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 24 months. The list will be published on the ITA website without disclosure of the candidates' names.

Passing the above-mentioned examinations does not automatically imply any obligation for ITA – Ho chi minh city 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 Hochiminh. For those candidates who pass the examination, 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 Vietnam. Therefore, after receiving such certificate, the Italian Ministry of foreign affairs 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.**

**The employment contract will be signed by the parties upon completion of the above-mentioned procedures.**

The countersignature of the Italian Ambassador to Vietnam on the employment contract is a condition precedent to the contract itself.

For additional information about this position, please contact the Italian Trade Agency – Hochiminh Office: Saigon Trade Center, Unit 2205 - 37 Ton Duc Thang Street - Ben Nghe Ward, District 1 - Ho Chi Minh City – Vietnam, Ms Ilaria Piccinni, Italian Trade Commissioner/Director, email: [recruitment.hochiminh@ice.it](mailto:recruitment.hochiminh@ice.it); Tel. (028) 38228813 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 Commission in Ho chi minh city 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 a public-sector entity, ITA must uphold 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”).

The selected candidate will also be required, upon signing the employment contract, to take note of 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 is met as far as level of education, skills, technical qualifications and work experience are concerned, the selection process will be based on the ability to perform the job under the specified conditions of employment. All personnel will be given equal opportunity, based on performance and competence

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Ilaria Piccinni

Italian Trade Commissioner/Director ITA Ho chi minh city

### PERSONAL INFORMATION COLLECTION STATEMENT

This statement is to inform you of your rights under the Personal Data (Privacy) Ordinance

#### 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-Ho chi minh city 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 Vietnam; 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 Vietna,) from time to time for the

purposes set out above:

- a. internal auditing bodies of ITA-HQ in Rome and/or ITA- Ho chi minh city;
- b. legal advisers and other professional advisers engaged by ITA- Ho chi minh city;
- c. persons to whom ITA- Ho chi minh city 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- Ho chi minh city is required to disclose Personal Data by any policies and measures implemented by ITA- Hochiminh 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- Ho chi minh city's Personal Data Protection Officer at [privacy@ice.it](mailto:privacy@ice.it).