



Jakarta Office

JOB ANNOUNCEMENT

ASSISTANT TRADE ANALYST POSITION

(FOR INDONESIAN CITIZENS or FOREIGNERS WITH A VALID WORKING PERMIT)

ANNUAL SALARY (payed in IDR) equivalent to Euro 9.685

Working Time: 9:00am/6:00pm

The Employer: The Italian Trade Agency in Jakarta, Indonesia

The Italian Trade Agency (ITA) is a governmental entity with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Economic Development and the Ministry of Foreign Affairs. ICE-ITA provides information, support and advice to Italian and foreign companies.

Additional information about the Italian Trade Agency are available at:

<https://www.ice.it/en/markets/indonesia/jakarta>

VACANCY FOR ONE (1) POSITION OF AN ASSISTANT TRADE ANALYST

The Italian Trade Agency – Jakarta Office (ITA) is currently seeking for an Assistant Trade Analyst in charge of supporting the Office in carrying out promotional activities. The employment agreement could be permanent only after a positive probation period of three months from the time of signing the contract.

Scope of work and job description

The Assistant Trade Analyst will support the Italian Trade Agency – Jakarta Office mainly to assist Italian companies in accessing the Indonesian market's opportunities; to monitor business opportunities; to provide information, support and advice to Italian companies interested in developing their business in the Indonesian market and vice versa; to organize trade shows, B2B meetings, market research, technical assistances, and other tasks upon needed.

The candidate will be required to perform the following duties:

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- Plan, organize, coordinate, take part in various promotional activities such as, trade show pavilions, exhibitions, conferences, seminars, workshops, meetings, missions and political delegation to/from Italy;
- Prepare and manage budget for promotional activities;
- Conduct market research and coordinate negotiations with Indonesian vendors (contracts);
- Organize events, coordinating production, media relation and PR;
- Coordinate Social Media communication and digital marketing;
- Perform public relation activities including contacts with local authorities and business representatives;
- Assist Italian companies planning to penetrate into the Indonesian market as well as Indonesian companies interested in the Italian products/companies/investments;
- Conduct market analysis, perform research projects and monitoring products sector assigned;
- Provide commercial and technical information i.e. custom duties, regulation, statistics and foreign trade;
- Set and maintain good relationships with contacts in the industries, trade associations and government agencies
- Carry out administrative tasks required to prepare the ground for the above-mentioned activities;
- Interact and respond to inquiries of Italian companies under the coordination of the Trade Analyst.

- prepare all the administrative and accounting documentation relating to the initiatives followed that needs to be provided to the accountant
- implement accounting procedures □ organize documents
- the appointed candidate could be entitled to attend online training courses or mentoring sessions

The candidate should meet the following requirements:

- Indonesian permanent resident
- University graduate in International Relations, Public Administration, Economics, Business Administration, Marketing and/or Arts-Humanities-Communication;
- Proficient in English (written and spoken)
- Proficient in Ms. Office (Word, Excel, PowerPoints)
- Strong computer skills
- Excellent interpersonal communication and organizational skills;

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- Not being convicted of any criminal offense and not having any pending criminal proceedings

Candidates lacking the mentioned minimum requirements will not be considered.

Work location Italian Trade Jakarta's Office

SELECTION PROCEDURES

- **First phase: Interview and Evaluation of: CV, previous working experiences and language skills - Evaluation scale 1-10:** 10 exceptional, 09 excellent, 08 very good, 07 good, 06 average plus, 05 average, 04 below average, 03 poor, 02 very poor, 01 not suitable

Preferential criteria's scores:

- Master's degree in international Relations, Public Administration, Economics, Business Administration, Marketing and/or Arts-Humanities-Communication: 3 points
 - At least two years of work experience in similar jobs – in private or public sector (Knowledge in business administration and tender procedures; Experience in organizing trade events defined above; Experience in managing PR and communication campaigns): 2 points
 - Italian language fluent knowledgment: 5 points
- **Second phase (written test): Multiple choice test (from 11 to 40 maximum questions) to determine the knowledge in the fields of economics and business administration. Questions can include Italian and EU economy, geography and culture.**

Final evaluation: the sum of the scores of first phase and second phase will determine the final ranking.

IMPORTANT NOTICES

The winner of the selection will be hired on probation for three months. The selection ranking will be valid for 6 months. The selection can be suspended, and/or cancelled at any moment and for any reasons by ITA Jakarta at its full discretion without generating any moral or legal obligation towards the candidates, including those fully meeting the job requirements.

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The hiring will be subject to the authorization issued by the Ambassador of Italy in Jakarta. Please, do note that:

- The employment contract will comply with the Indonesian law.
- The Italian Embassy in Jakarta and the Italian Ministry of Foreign Affairs and International Cooperation will be not responsible for any complaint or claim arising from a possible dispute between ITA Jakarta and the employee.
- No employment relationship can be established between the employees hired by the Italian Trade Agency (ITA) Office in Jakarta and the Italian Embassy in Jakarta or the Italian Ministry of Foreign Affairs and International Cooperation .

HOW TO APPLY

Application Process To apply for this position, please send **ONLY BY EMAIL** to giacarta@ice.it and p.pinto@ice.it, specifying in the subject "Application for Assistant Trade Analyst" by the hours 12am of the day 27/6/2022 the following documents:

- Application letter
- Copy of ID
- CV in European format
- copy of Education certificate
- Proof of citizenship
- self-declaration stating the absence of any criminal sentences as well as pending charges

No application arriving beyond the deadline can be accepted.

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Application for participation in the selection of an assistant trade analyst with a permanent contract at the Jakarta office of Italian Trade Agency.

To be sent with the required documentation to giacarta@ice.it and to p.pinto@ice.it by _____ on the day _____ indicating in the subject Search for an Accountant at Italian Trade Agency Jakarta

The undersigned _____

born in _____

resident _____

telephone _____

mail _____

Declare

to be a citizen _____

of not having received criminal convictions and not having pending charges in Indonesia and in other states

to be in possession of the following qualification _____

that the data of the attached curriculum are true and correspond to reality

ATTACH: detailed curriculum, self-certification relating to the absence of criminal convictions and pending charges

Authorizes the collection of personal data for the proceedings in progress

Place and Date

The Declarant _____