



Doha Office

## **JOB ANNOUNCEMENT**

### **N. 1 Trade Analyst**

#### **Fixed-term contract at ITA promotional Desk in Bahrain - Manama**

#### **Introduction**

The Italian Trade Agency (“ITA”; former “ICE”) is a Governmental entity which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Foreign Affairs (<https://www.ice.it/en/>)

It has its headquarter in Rome and operates worldwide through a large network of offices <https://www.ice.it/en/markets> in cooperation with Italian Embassies, Consulates and the whole diplomatic network.

ITA works closely with local authorities and business counterparts and provides a wide range of services (promotion, information, assistance, training) aimed at fostering the bilateral trade between Italy and the rest of the world and at helping Italian and foreign business counterparts to connect with each other, along with promoting Foreign Direct Investments to Italy.

Since 2013 ITA has its office in Qatar (<https://www.ice.it/en/index.php/markets/qatar/doha>), registered as “Trade Promotion office of the Italian Embassy”.

Since 2020 ITA Doha has a promotional Desk at the Embassy of Italy in Bahrain.

ITA Doha office, through this job announcement, is seeking **n. 1 Trade Analyst** to work on a **FTC (12 MONTHS)** at its Desk in Manama, full time.

#### **About the role**

Under the supervision of the Director of ITA Doha, the ideal candidate shall support the activities of ITA Doha office in Bahrain according to the following tasks:

- market/sector analysis to identify new trade opportunities for Italian SMEs, and strategies and operational plans for their approach to Bahraini market;
- organization of promotional events such as fairs, exhibitions, workshops and seminars B2B, B2G, B2C;



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- provision of the services listed in the “ITA Catalogue of Services” <https://www.ice.it/it/servizi> to Italian SMEs;
- assistance to Italian and Bahraini companies interested in importing/exporting;
- identification and selection of trade delegations to/from Italy, as well as to/from Bahrain, including provision of logistic assistance;
- utilization of all dedicated ITA software for tracking and following the services and the initiatives (i.e. GED Electronic Protocol, CRM Customer Relation, Managing ServiceWeb for invoicing, and similar);
- management and monitoring of achieved targets.

The ideal candidate has excellent knowledge of social media (Instagram, LinkedIn, Twitter, Facebook), strong organizational, interpersonal and communication skills, good time management through planning skills, strong ability to work within a team as well as independently, result-oriented, resourceful, positive approach to problem-solving.

#### **Job location:**

Embassy of Italy in Bahrain  
Villa 1554 - Road 5647 - Block 356  
Manama - Bahrain

#### **Hours of Work:**

Sunday to Thursday office hours (currently 08:30 – 16:45, 15 minutes break included) – 40 hours/week –

#### **Salary and duration:**

Monthly salary: EUR 4.500,00

1 year FTC/12-month contract – from 1<sup>st</sup> of May 2024(\*) to 30<sup>th</sup> of April 2025

*\*The exact starting date could be established only after receipt of the no-objection statement from the Embassy of Italy in Manama*

#### **Mandatory requirements at the time of application**

- Master’s degree in economics or business management, international relations, foreign languages, finance/marketing or equivalent
- Previous work experience in international business relations
- Eligibility to work in Bahrain and Bahraini tax residency.
- Passport and Bahraini ID valid per the duration of the contract. Italian citizens must also submit the declaration of residence (AIRE)
- Absence of any criminal sentences, as well as pending charges, both in Bahrain and in the country of citizenship
- Proficiency in Italian, English, and Arabic language (written and spoken)



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- Professional knowledge of computer systems and Windows Office tools (Excel, Word, Power Point, etc.) and any other software systems for general office tasks
- Immediate or short-term availability (**Attention!** The recruitment is subject to a no-objection statement from the Embassy of Italy in Bahrain. After the final selection of candidates, the contract will be awarded and become effective only upon receiving such official statement. The procedure can take up to 45 days. It's understood that no employment relationship will be established with the Diplomatic and Consular Representations or the Italian Ministry of Foreign Affairs and International Cooperation)

**Only candidates who meet all the above listed requirements will be considered.**

#### Preferential requirements

- Previous experience in a similar role, in private or public sector
- Proficiency in Italian Language

#### Application process and mandatory documents

Interested candidates must submit the following documents **ONLY BY EMAIL** to [doha@ice.it](mailto:doha@ice.it) Attn. Director Paola Lisi specifying in the subject line “**TRADE ANALYST POSITION AT ITA-DESK IN BAHRAIN**”:

- A) Updated CV in English
- B) Copy of educational certificates in English
- C) Copy of current and valid passport
- D) Copy of valid Bahraini ID
- E) Form 1 (attached): self and substitutive declaration regarding the possession of requirements duly filled in and signed which states:
  - Nationality
  - Previous work experience in international business environment
  - Valid Bahraini tax residency at the time of application
  - Absence of any criminal sentences as well as pending charges both in Bahrain and in the country of citizenship
  - Proficiency in English Language
  - Proficiency in Arabic Language
- F) Form 2 (attached): privacy policy.
- G) Any other document useful to assess previous experiences in a similar position or qualification.



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**Deadline**

The closing date and time for the application is **Monday, March 4<sup>th</sup>, 2024, 1:00 p.m. Doha Time.**

**Applications received after such a deadline will not be accepted.**

**Only candidates who meet the above-listed requirements and that have submitted the requested documents by the above-indicated deadline will be considered for the selection process.**

Candidates admitted to the selection process will receive an invitation via email by Sunday, March 10<sup>th</sup>, 2024. The tentative date for the selection is Thursday, March 14<sup>th</sup>, 2024.

**Selection procedure**

The selection will take place in person at the Embassy of Italy in Bahrain. The Director of ITA Doha will appoint an Examination Board to carry out the selection, that will consist of three tests and two interviews, one in English and one in Arabic:

**Test n. 1 – Written paper in English:** the candidates will be asked to write a summary in English, without the use of a dictionary, of an article in Arabic on topics such as economics, foreign trade, Italian trade. **Duration of the test:** 45 minutes – **Score and evaluation criteria:** up to 10 points, based on clarity of exposition, terminological precision, and reasoning skills. **Minimum score to pass the test n. 1:** 6 out of 10

**Test n. 2 – Written paper in Arabic:** the candidates will be asked to write a summary in Arabic, without the use of a dictionary, of an article in English on topics such as economics, foreign trade, Italian trade. **Duration of the test:** 45 minutes – **Score and evaluation criteria:** up to 10 points, based on clarity of exposition, terminological precision, and reasoning skills. **Minimum score to pass the test n. 2:** 6 out of 10

**Test n. 3 - Computer test:** the candidates will be asked to process a text and/or a spreadsheet and/or a presentation using Windows Office package. **Duration of the test:** 30 minutes – **Score:** up to 10 points. **Minimum score to pass the test n. 3:** 6 out of 10





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**Candidates will be excluded from the interviews in case of failure (less than minimum score required) in any of the 3 above-indicated tests.**

**Interview in English:** it will be conducted by the Examination Board at Embassy's premises, and it will be related to the job description, professional experiences, skills of the candidate, ITA activities and trade economic matters.

**Duration of the interview:** 15 minutes – **Score and evaluation criteria:** up to 10 points, fluency on spoken English, knowledge, and competence on the topics of the job description

**Minimum score to pass the interview in English:** 6 points out of 10.

**Interview in Arabic:** it will be conducted by the Examination Board at Embassy's premises, and it will be related to the job description, professional experiences, skills of the candidate, ITA activities and trade economic matters.

**Duration of the interview:** 15 minutes – **Score and evaluation criteria:** up to 10 points, fluency on spoken Arabic, knowledge, and competence on the topics of the job description.

**Minimum score to pass the interview in Arabic:** 6 points out of 10.

**Tests for preferential requirements (if applicable):**

**Written paper in Italian:** the candidates will be asked to write a summary in Italian, without the use of a dictionary, of an article in English on topics such as economics, foreign trade, Italian trade. **Duration of the test:** 45 minutes – **Score and evaluation criteria:** up to 10 points, based on clarity of exposition, terminological precision, and reasoning skills.

**Interview in Italian:** it will be conducted by the Examination Board at Embassy's premises, and it will be related to the job description, professional experiences, skills of the candidate, ITA activities and trade economic matters.

**Duration of the interview:** 15 minutes – **Score and evaluation criteria:** up to 10 points, fluency on spoken Italian, knowledge, and competence on the topics of the job description.

The final ranking will be based on the total assessment score achieved during the selection process and will be published on ITA website.

The positions will be offered to the first eligible candidate with the highest score. In case the selected candidate intends to withdraw or lacks any of the eligibility's requirements, the position will be offered to the next ranked eligible applicant.





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The selected candidate will be required to provide original copies of the mandatory documents and of those mentioned in the self-declaration.

### **Important notices**

The selection could be suspended and/or canceled at any moment and for any reason of public interest by the Italian Trade Agency in Doha at its sole discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

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 and, in any dealing, with its partners, customers and suppliers. A copy of ITA Code of Conduct is available at the following link:

[https://ww2.gazzettaamministrativa.it/opencms/opencms/gazzetta\\_amministrativa/amministrazione\\_trasparente/agenzie\\_enti\\_stato/agenzia\\_ICE/010\\_dis\\_gen/020\\_att\\_gen/2014/Documenti\\_1389874530679/](https://ww2.gazzettaamministrativa.it/opencms/opencms/gazzetta_amministrativa/amministrazione_trasparente/agenzie_enti_stato/agenzia_ICE/010_dis_gen/020_att_gen/2014/Documenti_1389874530679/)

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.

Paola Lisi  
Director ITA DOHA

*Attachments:*

- Form n. 1
- Form n. 2

