



ITALIAN TRADE AGENCY

Sydney Office  
19/44 Market Street  
Sydney NSW 2000

Date Published: 1/05/2019  
Closing Date: 15/05/2019

## **NOTICE OF RECRUITMENT**

The Italian Trade Agency (“ITA”) is a governmental entity with a diplomatic status that promotes the internationalization of Italian companies, in line with the strategies of the Italian Ministry for Economic Development and the Ministry of Foreign Affairs. ITA also acts as IPO – Investment Promotion Organization for the attraction of foreign investments to Italy. In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies linked to Italian Embassies and Consulates, working closely with local authorities and businesses. More information you can find at: [www.ice.it](http://www.ice.it).

### **Job description**

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- Trade Analyst for the Food & Beverage Sector
- Permanent – Fulltime, after a positive probation period of three months
- ITA-Sydney Office, CBD
- Base Salary: approx. \$60,000

The Trade Analyst will be reporting to the Trade Commissioner. Main duties include:

- Planning and organizing trade shows and promotional events, in Australia and New Zealand
- Organizing business trips for business delegations to/from Italy
- Preparing and managing budget for promotional activities and negotiate contracts with suppliers
- Conducting market research analysis, elaborating statistical data, working on data base
- Sourcing and assisting Italian companies planning to penetrate the Australian and New-Zealander markets, as well as Australian and New-Zealander companies interested in Italian products
- Providing commercial and technical information
- Availability to travel in Australia and internationally when required.

### **Qualifications and Minimum Requirements**

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- Australian citizenship or valid Permanent Residency - ITA does not sponsor working visa
- Bachelor Degree in Economics/Commerce
- Previous marketing/promotion experience and knowledge of the F&B sector in Australia
- Proficient in English and Italian languages, both oral and written
- Strong computer skills (Microsoft applications) and knowledge of the main statistics database
- Excellent interpersonal and communication skills, meticulous work ethic with attention to details, proactive result-oriented approach, project management and multitasking, ability to work in a team.

### **Preferential Requirements**

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- Previous work experience in a similar role with Italian entities and/or Italian companies based in Australia
- Previous work experience with Industry Associations in Australia.

### **Instructions for candidature submission**

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Candidates who meet the qualifications and minimum requirements and who are interested to be considered for the selection process, must submit to [sydney@ice.it](mailto:sydney@ice.it) - attn. Paola De Faveri, the following:

- Most recent CV + Cover letter
- Certificate of residency and declaration of citizenship
- Copy of Degree
- Documentation assessing previous experiences and qualifications
- Copy of a valid ID

The deadline to submit the application is: 15<sup>th</sup> of May 2019 by 17:00 pm (EST).

Please note that candidates lacking listed qualifications and minimum requirements will not be considered.

## **Selection Procedure**

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Suitable candidates will be asked to participate to the following skill assessments:

1. Written test in English and Italian languages (economic subject)
2. Test to prove level of computer skills (Word, Excel, Power Point). This test will include the ability to extract and elaborate statistical data (ex. Euromonitor, IBIS).
3. Oral Test in English and Italian languages

The above tests will be assessed on a scale of 1 to 5 each (5 being the highest score and 1 being the lowest score), with minimum score 4 points to be admitted to the subsequent test.

- 5 – excellent
- 4 - very good, only a few minor problems
- 3 – average
- 2 – below average, with more than a few problems
- 1 – poor

For the preferential requirements, additional points will be assigned as follows: 2 points for previous work experience in a similar role with Italian entities and/or companies based in Australia; 1 point for previous work experience with Industry Associations in Australia.

The tests will be held between the 20<sup>th</sup> and the 31<sup>st</sup> of May, with exact dates to be confirmed by e-mail to suitable candidates, along with time and place.

Please note that suitable candidates will be asked to provide a “National Police Certificate”, stating the absence of criminal convictions or pending proceedings in Australia.

Also note that the recruitment is subject to a no-objection statement (“nulla-osta di sicurezza”) to be issued by the Italian Embassy in Australia. Therefore, after final selection of the candidate, the contract will be awarded and become effective only upon receiving it.

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, colour, race, religion or country of origin: all candidates will be given equal opportunity, based on qualifications and competencies. Furthermore, 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 at [www.ice.it](http://www.ice.it) “*Amministrazione Trasparente*” (Transparent Administration) – “*Disposizioni generali*” (General provisions) – “*Atti generali*” (Acts of general application) - “Code of Conduct”.

Paola De Faveri  
Italian Trade Commissioner  
(Signed in original)