



ITA – Trade Promotion Section of the Italian Consulate
Lagos Office (Nigeria)

Lagos 20/09/2024

RECRUITMENT NOTICE
ASSISTANT ACCOUNTANT (A1)
PERMANENT POSITION

The Italian Trade Agency (ITA/ICE) is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world.

The ITA Lagos Office - Trade Promotion Section of the Italian Consulate in Lagos supports the Italian companies to promote their products and service in Nigeria.

More information on the Italian Trade Agency or ICE activities is available at <https://www.ice.it/en/> .

1. Job description

The Italian Trade Agency (ITA) – Lagos Office is seeking n.1 Assistant Accountant for Permanent Position A1.

The ideal candidate shall assist the Director of the Office and work independently on the following tasks:

- Manage the office's monthly accounting with the help of the accounting software used by the office (Oracle);
- Manage and monitor the budget assigned to the office, both for promotional and institutional activities;
- Support the office staff for administrative and accounting aspects;
- Prepare requests for quotes and oversee the process of awarding and executing all contracts for goods and services under the Italian Public Contracts Code;
- Manage the supplier list for the office (mapping of suppliers, market research)
- Perform administrative/legal research and comparative analysis;
- Manage office depreciable assets;
- Manage the daily attendance of office staff;
- Arrange human resources aspects of the office, including recruitment, monitoring and enforcement of personnel management regulations;
- Carry out any other administrative task requested by the Director of the office.

2. Work location

Italian Trade Agency – trade promotion section of the Italian Consulate :

12 b Walter Carrington Cres. VI -Lagos

Full-time 38 hours per week from 8 a.m. to 4:30 p.m. Monday to Thursday, (including 30 minutes lunch break) and Friday from 8 a.m. to 2 p.m.



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3. Duration

The contract is for an indefinite term with a probationary period of 3 months

4. Salary and Compensation

The total cost for ITA cannot exceed €31,380 annually, which corresponds to an all-inclusive gross monthly salary between €2,100 - 2,300 (on a 12-month basis).

5. General and preferred requirements

General requirements

- Nigerian citizens of legal age may be admitted to the selection process, as well as candidates of different nationalities, **provided they hold tax residency and a permanent residence and work permit in Nigeria (ITA does not sponsor a working Visa or cover any related costs)**
- Tax residence in Nigeria (all candidates)
- Absence of convictions and pending charges in Nigeria or other states.
- High school diploma (general)
- Fluency in English and Italian (spoken and written).
- Good knowledge of Microsoft Office (Word, Excel, Power Point).

Candidates lacking even one of the above listed requirements will not be considered.

Preferred requirements

- High school diploma in accountancy (Technical-commercial high school diploma)
- Bachelor's degree
- Experience in similar position with minimum period of 6 months

6. Application Submission

To apply for this position, candidates should send:

- a) The application Form duly filled and signed (Annex 1) together with:
- b) Copy of ID or passport
- c) Copy of permanent residence and work permit (for non Nigerian).
- d) Copy of Diploma certificate and, if in possession also that of the bachelor's degree
- e) Curriculum Vitae
- f) Copy of contacts or certificate (on employer's letterhead and signed) of similar professional experience (administration and accountancy)
- g) declaration in lieu of Absence of convictions and pending charges in Nigeria or other states (Included in Annex 1)
- h) declaration in lieu of tax residence in Nigeria (included in Annex 1)

All documentation must be sent exclusively to the ICE Office in Lagos, at the e-mail address: selection.lagos@ice.it , no later than 10 October 2024 - 12:00 p.m., specifying in the subject line "SELECTION ACCOUNTANT ASSISTANT - ICE Lagos"

Applications received after the deadline cannot be accepted.

For any technical questions about this Notice, please write to selection.lagos@ice.it

7. Selection Commission

The selection Commission will consist of 3 members and will be chaired by a President. The members of the Commission shall be identified from among the staff of the Italian Trade Agency offices (Lagos and/or other offices abroad) and Italian diplomatic-consular offices and/or other Italian public institutions present in the country.

8. Selection procedure

The commission will review the applications received.

Candidates who meet the general requirements listed above will be invited to advance in the selection process.

Admitted candidates will receive schedule of examinations and individual tests as well as the location of the exam with at least 15 days' notice, via e-mail to the address indicated in the application.

The exam will consist of:

a) Written exam (up to 45 points)

The written exam is composed by multiple choice questions and open-ended questions in English and Italian.

The Test is designed to assess the candidate's, administrative and accounting knowledge in general and related to the specific position as well as reasoning skills

The test will focus on the following topics:

- General administrative, accounting principles
- main rules for procurement and accountancy at the Italian Trade Agency and general information about the Agency:
 1. Elements of general accounting for ITA (Annex 2).
 2. MAECI Decree of 2 November 2017, n. 192 and amendments (Annex 3):
 3. Administration and Accounting Regulations of Italian Trade Agency (annex 4).

Candidates must score at least 27 points to be admitted to the subsequent phase (practical and interview).

Admitted candidates will receive schedule of examinations as well as the location of the exam with at least 15 days' notice, via e-mail to the address indicated in the application.

b. Oral and practical exam (up to 50 points)

The oral and practical exam is composed of:

- An interview aimed at assessing the suitability to perform the functions related to the advertised position. (up to 30 points)
- A language proficiency check, through translation and conversation in the languages indicated in the selection notice (English and Italian). (Up to 10 points)
- A test on the use of computer tools (i.e. Excell, Word, Power Point). (Up to 10 points).

Candidates must score at least 30 points (practical test and interview). With a minimum score of 60% in each test and 70% for the language proficiency test in English.

Only candidates with a final minimum total score of 66,5 (70% of the total achievable points a+b) will be declared eligible and placed on the list published on the Agency's website.

DETAILS	Maximum score	Minimum Score
A) WRITTEN TEST		
Multiple choice questions and open-ended questions in English and Italian designed to assess the candidate's general, administrative, accounting knowledge, the understanding of the main rules for procurement and accountancy at the Italian Trade Agency, as well as reasoning skills and the language proficiency.	45	27
TOTAL A	45	27
B) ORAL AND PRACTICAL TEST		
Interview aimed at assessing the suitability to perform the functions related to the advertised position.	30	18
A language proficiency check, through translation and conversation in the languages indicated in the selection notice (English and Italian)		
English	5	3,5
Italian	5	3
Test on the use of computer tools (i.e. Excell, Word, Power Point).	10	6
TOTAL B	50	30
	TOTAL SCORE (A+B)	The minimum score should be at least 70% of the total achievable points a+b
TOTAL SCORE	95	66,5

c. Evaluation of the preferential requirements (Up to 5 points)

Additional points for preferential requirements (deduced from the examination of the CV or during the course of conducting the selective tests), up to a maximum of 5 points, will be awarded as follows: - High school diploma in accountancy (Technical-commercial high school diploma) 1 point; Bachelor's degree 1 point; - Previous professional experience relevant to the profile sought, including use of management-accounting applications: up to 3 points.

Evaluation of the preferential requirements

DETAILS	MAXIMUM SCORE	MINIMUM SCORE
TOTAL SCORE (A+B)	95	66,5
QUALIFICATIONS		
<i>High school diploma (general)</i>	0	
High school diploma in accountancy (Technical-commercial high school diploma)	1	
Bachelor degree	1	
Maximum score	2	
WORK EXPERIENCE		
Previous work experience (in any form: i.e. direct contract or indirect contract via temporary work agency), in the last 4 years (2021-2024) for similar positions and responsibilities for a service period, even not continuous of at least 6 months (from 6 to 18 months - 1 point, from 18 to 30 months - 2 points, more than 30 months 3 points. The activities must be certified by the employer in his letterhead or with a copy of the contracts	3	
Maximum score	3	
TOTAL	100	66,5

After testing, each candidate will be ranked on a **100-point scale**.

The list will be published on the ITA website. <https://www.ice.it/en/group/667/job-openings>

The position will be offered to the eligible candidate with the highest score, unless he/she intends to withdraw, resign, or the ITA later discovers that he/she does not meet the eligibility requirements: in that case, the position will be offered to the next eligible candidate, based on a list that will remain open and valid for 2 years.

This selection may be suspended and/or cancelled at any time or for any reason by ITA at its sole discretion, without creating any obligation/expectation on the part of those who by applying fully accept all the conditions stated in this notice.

Passing the above examinations shall not automatically create any obligation for ITA - Lagos Office to hire or sign the employment contract with the selected candidates, nor shall it be construed as its automatic employment at ITA Lagos office.



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For candidates who have passed the examination, employment will be valid, executed and effective only after the formal employment contract is approved and signed.

It should be noted that the candidate's employment is subject to the successful completion of the necessary internal authorization process, which involves the acquisition of security clearance and approval from the Ministry of Foreign Affairs and International Cooperation (MAECI), the issuance of which could take approximately 45 days, and the signature also of the Head of the diplomatic Mission.

The acquisition of the clearance and the subsequent co-signature of the Head of Mission on the employment contract of the successful candidate are mandatory for the validity/effectiveness of the results of the procedure. It is understood that no employment relationship can be established between personnel hired by ITA - Agency and diplomatic and consular missions or MAECI.

The processing of candidates' personal data will be based on the principles of lawfulness, fairness and transparency. The sole purpose of the processed data is the admission to the selection procedure for all candidates and the management of the winner's employment relationship. Personal data will be processed in accordance with Regulation (EU) 679/2016. The data controller is ICE/ITA-Agency. For more information regarding the processing of personal data, please visit the privacy page: <https://www.ice.it/it/privacy> of the ICE-Agency website.

Please note that 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 ("Code of Conduct").

A copy of ITA Code of Conduct is available at:

https://ww2.gazzettaamministrativa.it/opencms/opencms/gazzetta_amministrativa/amministrazione_e_trasparente/agenzie_enti_stato/agenzia_ICE/010_dis_gen/020_att_gen/2014/Documenti_138_9874530679/

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, colour, 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.

Any further information on the selection can be requested by writing to: selection.lagos@ice.it

This notice is published on the website <https://www.ice.it/en/group/667/job-openings> - Section "Job openings" and disseminated by the other Italian institutions present in Nigeria.

Maurizio Ferri
Director
Italian Trade Agency
Lagos Office



ANNEX 1

APPLICATION TO PARTICIPATE IN THE SELECTION PROCESS FOR THE POSITION OF "ASSISTANT ACCOUNTANT (A1) " WITH A PERMANENT CONTRACT AT THE ITA OFFICE IN LAGOS

I, the undersigned (Name and Surname) _____

born in _____ (_____) on _____,

resident in _____ in

Street/Square _____ n. _____

Tel. _____ email address **to be used for all communications related to the**

selection: _____

Hereby:

I DECLARE:

- to be a _____ citizen
- to be a Tax resident in Nigeria from _____
- to have permanent residence and work permit in Nigeria (for applicants of non-Nigerian nationality)
- to have no criminal convictions and no charges pending in Nigeria and other states.

I DECLARE:

- to possess the following educational qualification: _____;
- that my previous working experience for similar positions and responsibilities (from 2021 to 2024) to be evaluated are:

COMPANY	Position and main tasks	From	To	Cause of termination

- to meet the general requirements as for art. 5 of the Recruitment Notice

I DECLARE that the above information (including the documents Attached) is truthful and accurate and aware of the consequences, including criminal penalties, for making a false declaration, as provided by Italian and local law.



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I COMMIT to providing documentation proving the above declarations in the event that I am selected at the end of the selection process. This documentation must be submitted to the Lagos office within 15 days from the date the selection results are communicated.

I AUTHORIZE the Italian Trade Agency to conduct a background check to verify the possession of the required qualifications and the truthfulness of the statements made.

I AUTHORIZE the collection and processing of the data and information provided, for the current proceedings.

ATTACHMENT

- Curriculum Vitae detailed
- Copy of valid identification document
- Copy of valid residence and work permit (for applicants of non - Nigerian nationality)
- Copy of high school diploma
- Copy of bachelor's degree (if any)
- Documents proving previous work experience (contract/declaration of the employer signed in letterhead)

Surname and Name

Place and date _____

Signature
