



Singapore 28/11/2024

JOB OPENING

ONE Assistant Trade Analyst

The employer: The Italian Trade Agency in Singapore

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/.

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Job positions available: **1 Assistant Trade Analyst**

The candidate will be required to perform the following duties:

- Organize, coordinate, and take part in promotional activities, such as trade show pavilions, exhibitions, conferences, seminars, and advertisement campaigns.
- Coordinate negotiations with potential Singaporean partners (importers, agents, suppliers, etc.) for Italian counterparts and database updating and draft related documents.
- Organize events, coordinate production, media relations and PR agencies.
- Coordinate Social Media communication and digital marketing.
- Perform public relations activities including contacts with local authorities and business representatives.
- Assist in managing and supervising budget and accounting reporting on the projects performed.
- Conduct market analysis, perform research projects and monitor product sector assigned.

- Implement basic and customized services being responsible for the quality of services rendered.
- Provide prompt assistance, to Italian and Singaporean companies willing to establish and/or strengthen their business ties.
- Carry out any assigned administrative task required to prepare the ground for the above-mentioned activities.
- Interact and respond to inquiries of Italian companies, under the coordination of the Director and/or Deputy Director

Minimum requirements:

- Singapore citizens or Singapore Permanent Resident (PR);
- Proficiency in English, written and oral.
- University graduate in Economics and/or Business Administration and/or Marketing and/or Law and/or Communications and/or Engineering and/or Information Technology
- Proficient in Microsoft Office (PowerPoint, Word, Excel)
- Not being convicted of any criminal offense and not having any pending criminal proceedings against him in Singapore or in other countries
- Tax residence in Singapore

ITA does not sponsor a working visa

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

Preferential requirements:

Moreover, preference will be given to candidates with the following additional skills and qualifications:

- Knowledge of the Italian language.
- A minimum of 1 year of experience in the Singapore commercial sector, in Government agencies and/or procurement offices related to business and trade;
- Experience in a similar role with Italian entities and/or companies based in Singapore, and/or previous experience with Industry Associations in Singapore.

Work location

Italian Trade Commission



7 Temasek Boulevard - Suite 19 - 01A SUNTEC TOWER 1, 038987 Singapore

Working time

Monday to Friday-office hours 8.30/9.00-17.30/18.00 (1 hour break included).

The candidates may be required to travel internationally if necessary.

Salary and Compensation

Monthly gross salary will be euro 3,058 (total 13 months), at the exchange rate with Singapore Dollar on the 27th of the month (as stated by the Monetary Authority of Singapore website).

On top of that ITA will pay for the employer CPF and Health insurance coverage (including medical and dental).

Contract Duration

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

Application Process

Given the need to identify an appropriate profile for the mentioned role, this tender will be online and published for 26 days.

To apply for this position, please send ONLY BY EMAIL to g.calveri@ice.it and i.piccinni@ice.it, specifying in the subject “**Application for Assistant Trade Analyst**” before **Monday December 23rd 2024 at 12:00 PM**, the following:

1. Copy of your Singapore Permanent I.D. card (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 – Singapore 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 Singapore.
5. Substitutive declaration of not being convicted of any criminal offense and not having any pending criminal proceedings against him in Singapore
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 24th December of 2024 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;
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 January 2025** at ITA Singapore Office (7 Temasek Boulevard - Suite 19 - 01A SUNTEC TOWER 1, 038987 Singapore). 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 Singapore. 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 Singapore 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 Singapore and/or previous experience with Industry Associations in Singapore

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 – Singapore 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 Singapore. 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 Singapore. Therefore, after receiving such certificate, the Embassy 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 Singapore on the employment contract is a condition precedent to the contract itself.

For additional information about this position, please contact the Italian Trade Agency – Singapore Office: 7 Temasek Boulevard - Suite 19 - 01A SUNTEC TOWER 1, 038987 Singapore– Ms Ilaria Piccinni, Deputy Trade Commissioner, email: i.piccinni@ice.it; Tel. 68203180 or visit our web site 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 Agency in Singapore 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 of 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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Giorgio Calveri
Director

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-Singapore 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 Singapore; 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 Singapore) from time to time for the purposes set out above:
 - a. internal auditing bodies of ITA-HQ in Rome and/or ITA- Singapore;
 - b. legal advisers and other professional advisers engaged by ITA- Singapore;
 - c. persons to whom ITA- Singapore 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- Singapore is required to disclose Personal Data by any policies and measures implemented by ITA- Singapore 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-Singapore’s Personal Data Protection Officer at privacy@ice.it.