



**ITALIAN TRADE AGENCY**

ICE - Agenzia per la promozione all'estero e  
l'internazionalizzazione delle imprese italiane

UFFICIO ICE DI ADDIS ABABA

**VACANCY ANNOUNCEMENT  
PERSONNEL WITH FULL TIME CONTRACT & ON PERMANENT BASIS  
ITA 001/19**

The Director of Addis Ababa ICE – Italian Trade Agency Office, Ms. Simona Autuori:

HAVING SEEN

the Decree of September 7, 2015 n. 18549/21178 which approves the Statute of the Agency for the Promotion Abroad and the Internationalization of Italian Companies and in particular the article 12 paragraph 3 which indicates that the ICE Agency operates abroad through its operational units located within the Diplomatic and Consular Representations,

HAVING CONSIDERED

art. 14 paragraph 4 of the aforementioned Statute, which states that ICE Agency may equip itself with locally recruited personnel for the needs of the operating units, in compliance with the provisions of Article 14 paragraph 25 of the ICE Agency Establishment Law, whose employment relations are governed by local rules and practices;

ANNOUNCES

A selection procedure is called for the recruitment of an executive figure comprising tasks of an administrative-accounting nature, with a 45-days' probation period, and on permanent basis.

The place of work will be at the Addis Ababa ICE – Italian Trade Agency Office.

**1. GENERAL REQUIREMENTS FOR ADMISSION**

Applicants with the following requirements may participate in the selection process:

- 1) have, as of the date of this announcement, completed the 18<sup>th</sup> year of age;
- 2) be mentally and physically fit for the job;
- 3) have the following qualification: high school certificate;  
preference given to a curriculum of administrative-accounting nature and post-diploma qualifications;
- 4) have at least 1 (one) year of experience in the performance of tasks similar to those outlined in this announcement (attaching appropriate certification/CV);
- 5) be an Ethiopian citizen;
- 6) have a good knowledge of the Amharic language;
- 7) have a good knowledge of English and Italian languages.

**Addis Ababa Office**

Embassy of Italy – Kebeña

P.O. Box 1105

Tel.: 00251-111-240-770

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[addisabeba@ice.it](mailto:addisabeba@ice.it)

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The listed requirements must be possessed before and on the deadline established under part 3 of this announcement.

## **2. DESCRIPTION OF THE JOB AND RELATED TASKS**

The position of Administrative Officer must be completed according to the instructions of the ICE Director of Addis Ababa, Ms. Simona Autuori.

The tasks assigned include but are not limited to:

- Management of the financial reports of Addis Ababa ICE – Italian Trade Agency Office (maintaining documents and registering expenses on Oracle system);
- Management and control of the Petty Cash;
- Management of payments to various Italian and foreign suppliers;
- Inventory management;
- Preparation of financial statements according to the administrative accounting regulation of ICE Agency (including the publication of contracts and resolutions on the transparent administration portal, the closing of promotional initiatives);
- Management of work contracts of promotional desks in the countries of competence and related payments;
- Processing of periodic VAT reimbursement requests through the Ethiopian Customs and Revenue Authority;
- Update the registry containing the corporate rate agreements with hotels;
- Purchase of stationery and other materials as per the Director's request;
- Renew (annually) subscriptions to newspapers;
- Maintain good relations with local media and ensure media coverage of Addis Ababa ICE – Italian Trade Agency Office's events whenever required;
- Manage the official Twitter account of Addis Ababa ICE – Italian Trade Agency Office to promote events and activities;
- Ensure the periodical service and proper functioning of office equipment (computers, printers, etc.);
- Maintain a good relationship with Ethio Telecom, make payments periodically, promptly report malfunctions and follow up the restoration of the service;
- Secretarial tasks (when required);
- Provide support to the Addis Ababa ICE – Italian Trade Agency Office in relation to other tasks appropriately assigned by the Director.

## **3. SUBMISSION OF APPLICATIONS**

To be admitted in the selection process, you must submit your application no later than 1:00 pm (16:00 hours) local time on February 18 2019; either in person at the below address:

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ICE – Italian Trade Agency for the Promotion Abroad and the Internationalization of Italian Companies  
Addis Ababa Office – Trade Promotion Section of the Italian Embassy  
Villa Italia – Kebena  
Addis Ababa

Or, by e-mail at [addisabeba@ice.it](mailto:addisabeba@ice.it) indicating the ref. number of this announcement [ITA001/19] in the subject line.

In the application for admission to the exam, candidates will declare under their own responsibility (USE THE TEMPLATE IN ANNEX):

- a) surname, name, date and place of birth, residence, telephone;
- b) an email address to which communications may be sent;
- c) to be mentally and physically fit for the job;
- d) to be an Ethiopian citizen (or to be in possession of a residence and work permit for the entire duration of the contract);
- e) to be free of any criminal convictions including those imposed abroad;
- f) possession of the qualification indicated in point 3 of part 1;
- g) to have at least 1 (one) year of experience in performing tasks similar to those listed in this announcement;
- h) to have a good knowledge of the Amharic language;
- i) to have a good knowledge of English and Italian languages;

Along with the declaration, you must also attach:

- Valid Document of Identification;
- Updated Curriculum Vitae, including supporting documents and certificates;
- Work References.

#### 4. EXCLUSION FROM THE SELECTION PROCESS

Exclusion from the selection process can result from the occurrence of one (or all) of the following cases:

- I. applications which do not fulfill all the requirements set forth under part 1. "General Requirements for Admission";
- II. applications submitted with the declaration in annex not bearing the signature of the candidate and without the aforementioned attachments;
- III. applications submitted after the deadline set forth under part 3 of this announcement;
- IV. incomplete applications as per the details set forth under part 3 of this announcement.

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## 5. EVALUATION OF THE DOCUMENTS AND THE INTERVIEW

Addis Ababa ICE – Italian Trade Agency Office, using a specifically established Internal Commission, will examine the applications received, accepting only those meeting the general requirements described under part 1 of this announcement.

The Commission will subsequently evaluate the quality of the qualifications of the candidate (grades, subjects, any postgraduate qualifications), the professional experience of the candidate (institution/company where the experience has been gained, type of activities carried out, references, duration, etc.) and will decide on the list of candidates admitted to the interviews on the basis of achieving a minimum score of 18/30.

The evaluation of the cv will be scored out of a maximum of 30 points, of which:

- a maximum score of 15 points for qualifications;
- a maximum score of 15 points for professional experience.

The outcome of this evaluation will be communicated to all the candidates deemed admissible.

The call for written exams will be sent by e-mail to the address stated by the candidate at the time of the application. The exam, which will take place at the Addis Ababa ICE – Italian Trade Agency Office, will be divided into oral, written and language tests.

Candidates are not entitled to any form of reimbursement of expenses incurred to present themselves for the exam.

At the exam, a maximum score of 70 points will be awarded.

## 6. FINAL CLASSIFICATION

The list will be formulated by the examining Internal Commission immediately after the conclusion of the selection process. Candidates who have obtained a minimum score of 60/100 will be considered eligible for the ranking and the candidate who will have accumulated the highest total score will be selected. The relative score will be attributed based on the unanimous opinion of the Internal Commission.

If two candidates have been given the exact same score, the youngest candidate will be chosen, as required by Law n. 127/97 and subsequent amendments.

The Head of Addis Ababa ICE – Italian Trade Agency Office, having recognized the smooth proceeding of the selection process, approves the classification for the consequent acts. The classification is immediately effective and can be used to recruit employees on permanent basis and a full-time contract at the Addis Ababa ICE – Italian Trade Agency Office for the duration of the classification list which is one year from the date of approval of the same. It is to be noted that the selection does not serve as guarantee for a job offer but only inclusion in the ranking. The candidates will be notified by e-mail of their inclusion in the classification.

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## 7. ESTABLISHMENT OF THE EMPLOYMENT RELATIONSHIP

The employment relationship will be established through the stipulation of a full-time contract on permanent basis. The selected candidate will have to submit the following documents:

1. birth certificate;
2. certificate of citizenship;
3. certificate of mental and physical fitness;
4. certificates of qualifications as described in the duly signed CV;

The certificates referred to in points 1, 2 & 3 must be presented within the deadline of 15 days from the date of the job offer by the Addis Ababa ICE – Italian Trade Agency Office. The remaining documents must be presented before the contract is signed.

Should subsequent checks cast doubt on the authenticity of the content of the substitutive declaration, the candidate will incur the penal sanctions referred to in article 76 of the aforementioned D.P.R. n. 445/2000, being immediately banned from the employment and any other benefits that may be obtained on the basis of the truthful declaration.

## 8. USE OF PERSONAL DATA

The submission of applications for selection by the candidates implies consent to the processing of their personal data, including sensitive data, by the staff assigned to receive and file the applications and their use during the selection process.

## 9. SAFEGUARD CLAUSE

The Addis Ababa ICE – Italian Trade Agency Office reserves the right to revoke the announcement for serious reasons, after these have been discretionally assessed. It also reserves the right not to proceed with the selection due to the lack of candidates with adequate requisites and the unavailability of financial resources to cover the costs of the assignment.

## 10. CODE OF ETHICS AND BEHAVIOR

Successful candidates must comply with the Code of Ethics and Behavior of the ICE Agency.

Simona Autuori

Head of Addis Ababa ICE – Italian Trade Agency Office



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**ANNEX**

**SUBSTITUTIVE DECLARATION**

The undersigned

(surname, first name, date and place of birth, residence, telephone)

DECLARES UNDER HIS/HER OWN RESPONSIBILITY

that the e-mail address at which communications shall be sent is as follows: \_\_\_\_\_  
to be mentally and physically fit for the job;  
to be an Ethiopian citizen (or to be in possession of a residence and work permit for the entire duration of the contract);  
not to have criminal conviction including those imposed abroad;  
to possess a qualification at least equivalent to that indicated in point 3 of part 1 of this announcement;  
to have at least 1 (one) year of experience in carrying out tasks similar to those of this announcement (attaching relevant certification/curriculum vitae);  
to have a good knowledge of the Amharic language;  
to have a good knowledge of Italian and English languages.

In good faith,

Date, \_\_\_\_\_

Signature

\_\_\_\_\_

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THIS ANNOUNCEMENT HAS BEEN PUBLISHED ALSO ON ICE AGENZIA WEBSITE – PAGE OF THE ADDIS ABABA OFFICE AND POSTED ON THE NOTICE BOARD.

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