



ITALIAN TRADE AGENCY

New Delhi Office

## NOTICE OF RECRUITMENT OF AN ASSISTANT TRADE ANALYST AT ITALIAN TRADE COMMISSION – NEW DELHI OFFICE

### INTRODUCTION OF ITALIAN TRADE COMMISSION

The Italian Trade Commission ("ICE-ITA")<sup>1</sup> is the Governmental Agency that under the guidance and control of the Ministry of Foreign Affairs and International Cooperation, supports 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 Italian Trade Commission ("ICE-ITA") operates through a worldwide network of 78 Offices in 65 countries including India.

You can find more information at: [www.ice.it](http://www.ice.it)

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<sup>1</sup> ICE Agenzia is the Italian acronym for the whole organization. The name of the organization in English is ITA (Italian Trade Agency), and the Italian Trade Commission is the name of the Branch, New Delhi in this case

**VACANCY FOR ONE (1) POSITION OF ASSISTANT TRADE ANALYST**

The Italian Trade Commission – New Delhi Office (ICE-ITA) is looking for an Assistant Trade Analyst to join its team.

The employment agreement could be permanent, only after a positive probation period of three months from the time of signing the contract. Place of work will be New Delhi ICE-ITA Office and the designation will be Assistant Trade Analyst.

**Scope of work and job description**

The Assistant Trade Analyst will support Italian Trade Commission - New Delhi Office mainly to assist Italian companies in accessing the Indian market's opportunities; to monitor business opportunities; to provide information, support and advice Italian companies interested in developing their business in Indian market and vice versa; to organize B2B meetings, market research, technical assistance; to cooperate in planning and taking part in promotional activities, such as trade show, exhibitions, conferences, advertising campaign, etc.

**Main duties and responsibilities**

The activities of an Assistant Trade Analyst will include, among others, the following:

- Plan, organize and coordinate trade shows and various promotional events such as seminars, workshops, meetings, missions and political delegations to/from Italy;
- Prepare and manage budget for promotional activities;
- Conduct market research analysis for different industry sectors;
- Assist Italian companies planning to penetrate into the India market, as well as Indian companies interested in Italian products/companies/investments;
- Facilitate and respond to inquiries of Italian & Indian companies;
- Negotiate with suppliers and draft related documents (such as contracts);
- To provide commercial and technical information, information on customs duties, statistics and foreign trade.

**Minimum Mandatory Requirements**

1. Only the candidates above the age of 18 years are eligible to apply for this position;
2. Perfect knowledge of Hindi language (written and spoken);
3. Perfect knowledge of English language (written and spoken);
4. Knowledge of Italian language (written and spoken);
5. Bachelor Degree in foreign language/ economics/ commerce/ international relations;
6. Strong computer skills;
7. Excellent interpersonal, communication and organizational skills;
8. Proactive attitude, work by objectives and a result-oriented approach.



**Preferential selection criteria:**

1. Master Degree in foreign language/ economics/ commerce/ business/ international relations;
2. Previous work experience at Italian Embassy or Consulates in India or Italian companies based in India;
3. Previous work experience with industry associations in India;
4. Previous work experience with InvestIndia or in Indian State Agencies for attracting Foreign Investment;
5. Experience in mechanical sector;
6. Knowledge of Indian administrative and tender procedures;
7. Knowledge of business environment and Public administration of India;
8. Experience in organizing trade events defined above;
9. Experience in managing PR and communication campaigns.

The candidate, if recruited, should be ready to travel locally and internationally when required.

The starting net monthly salary provided by ITA- Italian Trade Agency will be **750 Euro excluding bonus, provident fund, gratuity. The annual total salary gross will be 10.458,00 Euro.**

**Candidates lacking the above mentioned minimum requirements will not be considered.**

**HOW TO APPLY**

In order to apply for this vacancy, the candidates will declare under their own responsibility and transmit electronically, signed, scanned and accompanied by a copy of an identity card, only by email to the following email address [newdelhi@ice.it](mailto:newdelhi@ice.it), attaching the following documents. No applications via courier or in person shall be entertained.

**Forms not undersigned and not fully and duly filled will not be taken into consideration.**

**DOCUMENTS TO BE ATTACHED ALONG WITH THE APPLICATION FORM**

1. CV (European format) in Italian language
2. Identity card with photograph (self attested copy to be attached);
3. Bachelor/ Master Degree from a recognized University
4. Declaration of Nationality / Nationalities
5. PAN card

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6. Working Permit (only for non-Indian candidate)

On the bottom of the Curricula Vitae please add the two below sentence:

***Autorizzo il trattamento dei miei dati personali ai sensi dell'art. 13 Dlgs 196 del 30 giugno 2003 e dell'art. 13 GDPR (Regolamento UE 2016/679) ai fini della ricerca e selezione del personale.***

***In compliance with Legislative Decree no. 196 of 30/06/2003, I authorize the recipient of this Curricula Vitae to use and process my personal data for the purpose of recruiting and selecting personnel***

Kindly note it is **mandatory** to submit a Certification of no current or pending criminal convictions, in original, issued by Indian Government Authority, by all the short-listed candidates. In case, the candidate with highest score is unable to provide a hard copy of this certificate in original to ICE New Delhi Office within 7 days, the selection process automatically shifts to the next candidate with second highest marks.

**DEADLINE**

**20.08.2021, Friday by 08:00 pm**  
The email address is [newdelhi@ice.it](mailto:newdelhi@ice.it)

While sending the application via email, the candidate must mention the subject of the email as: **“REF. VACANCY FOR THE POST OF ASSISTANT TRADE ANALYST: ITALIAN TRADE COMMISSION / NEW DELHI”**

Candidates will be subjected to the following tests to ascertain the suitability to perform functions related to the advertised position.

**To evaluate the final score, each of the following mandatory tests will have a score from 1 (min) to 10 (max.), wherein the minimum eligibility points are 6 (six) for each examination.**

All the examination (written and oral) will be in Hindi, English and Italian language.

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1. Written test in Hindi language concerning the trade sector analysis' capability and knowledge of general economics and international trade;
2. Written test in English language concerning the trade sector analysis' capability and knowledge of general economics and international trade;
3. Written test in Italian language concerning the trade sector analysis' capability and knowledge of general economics and international trade;
4. Practical test aimed at ascertaining the knowledge of the main IT tools and their applications (such as word, excel, power point). The content and difficulty of the test will be graded according to the level of the position of Assistant Trade Analyst;
5. Interview in Hindi language concerning the trade sector analysis' capability and knowledge of general economics and international trade;
6. Interview in English language concerning the trade sector analysis' capability and knowledge of general economics and international trade;
7. Interview in Italian language concerning the trade sector analysis' capability and knowledge of general economics and international trade;

**For the Preferential selection criteria additional points will be assigned as follows:**

1. Master Degree in foreign language / economics / commerce/ business/ international relations (additional 3 points);
2. Previous work experience of at least 2 years at the Italian Embassy/Consulates in India (additional 2 points);
3. Previous work experience with Industry Associations in India or Italian companies based in India (additional 1 point);
4. At least two years of work experience in similar jobs - in private or public sector (additional 1 point);
5. Knowledge of Indian administrative and tender procedures (additional 1 point);

The final selection of the candidate will be subject to verification of all the documents (**in original**) submitted by the candidate:

1. Proof of residency and citizenship;
2. Certification of physical and mental fitness from recognized medical practitioner;
3. Certified copy of all Educational Degrees;
4. Certificate of previous work experience from employers.

ICE-ITA reserves the final right of the selection of the applicant. The final selection of the candidate will be subject to verification of all the documents (in original), submitted by the candidate.

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**Any applications received via email beyond the mentioned date and time (Deadline: 20.08.2021, Friday by 08:00 pm) will not be taken into consideration.**

A formal invitation to invite applicants for written examination will be sent via email by **05.09.2021** at the email address as mentioned by the candidate.

The three written examinations (in Hindi, English and Italian), will be considered passed only if a candidate scores a minimum of 6 points in each examination. The candidates who fulfill this condition will be further invited for the interview which will be conducted within the end of September 2021.

All lists of candidates selected for examination and interview, together with a list of unselected and unsuitable candidates, will be published on our official website [www.ice.it/en/markets/india](http://www.ice.it/en/markets/india). Please note that the recruitment is subject to internal procedures along with a no objection from Italian authorities. For the candidates who pass the examination, the recruitment will be valid, executed and effective only after signing the formal employment contract.

Passing the above mentioned examinations does not automatically imply any obligation for ITA-ICE Agency 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-ICE Office in New Delhi.

Recruitment is possible and will be effective **only** if after the examination and interview process, the highest scorer will present the following documents **in original within 7 days** from the date of receiving our official communication:

1. The selected person has met requirements / requisites / conditions stated above;
2. All the certificates as required in the above notice of recruitment are provided in original;
3. A valid Police Clearance Certificate;
4. Full completion of all internal procedures by Italian authorities after selection;
5. Signing of the employment contract with the Italian Trade Commissioner in New Delhi;
6. Full and positive completion of a probation period, as indicated in the employment contract signed with the Italian Trade Commissioner in New Delhi;

In case, the candidate with highest score is unable to provide all the requested documents in original to ICE New Delhi Office within 7 days after the publication of the final result list published on our official website ([www.ice.it/en/markets/india](http://www.ice.it/en/markets/india)), the selection process automatically shifts to the next candidate with second highest score.

If the expiry falls on a public holiday, the expiration date is understood to be moved to the next working day.

The hired personnel will be required to comply with the security regulations and instructions of the Embassy of Italy in New Delhi and the Head of Mission.

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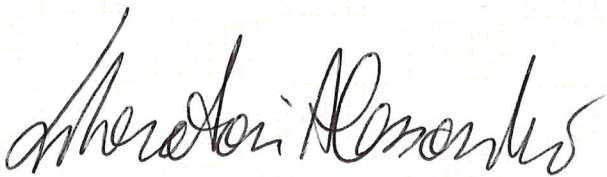
No subordinate employment relationship can be established between ICE New Delhi staff and the Italian diplomatic/ consular representations or MAECI.

This selection may be suspended and/or cancelled at any moment for any reason by the Italian Trade Commission – New Delhi Office (ICE-ITA) at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

In the execution of the assignment, the professional undertaking a fully respect of the Code of Conduct adopted by ICE Agency available on: [http://ww2.gazzettaamministrativa.it/opencms/export/sites/default/gazzetta\\_amministrativa/amministrazione\\_trasparente/agenzie\\_enti\\_stato/agenzia\\_ICE/010\\_dis\\_gen/020\\_att\\_gen/2014/Documenti\\_1389874530679/1555677875396\\_code\\_of\\_conduct\\_for\\_ice-agency\\_employees\\_-\\_jan\\_2017.pdf](http://ww2.gazzettaamministrativa.it/opencms/export/sites/default/gazzetta_amministrativa/amministrazione_trasparente/agenzie_enti_stato/agenzia_ICE/010_dis_gen/020_att_gen/2014/Documenti_1389874530679/1555677875396_code_of_conduct_for_ice-agency_employees_-_jan_2017.pdf)

For any breach of obligations under the Code, if the same is considered serious, ICE Agency will have the option to terminate the contract

**For any queries please send an email at [newdelhi@ice.it](mailto:newdelhi@ice.it)**

A handwritten signature in black ink, appearing to read 'Alessandro Liberatori'.

Alessandro Liberatori

Trade Commissioner/Director of the Trade Promotion Office of the Italian Embassy-New Delhi  
Coordinator for India, Bangladesh, Sri Lanka

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