



ITALIAN TRADE AGENCY

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

JOB OPPORTUNITY: TEMPORARY ASSISTANT TRADE ANALYST

Summary:

The Italian Trade Agency is the Trade Promotion Office of the Italian Embassy in Jakarta and one of our key roles is to promote 'Made in Italy' products and services and to support the internationalization of the Italian small-medium enterprises, in co-operation with local companies. Currently, we are looking for a Temporary Assistant Trade Analyst with immediate availability.

The Italian Trade Agency is seeking suitable candidates for 1 (one) open-ended position of: **Temporary Assistant Trade Analyst**

Job Description:

- Organization of marketing services upon request of the Italian companies.
- Involves in planning and organization of promotional events and providing assistance and customized consultancy to both Italian and Indonesian companies.
- Hands-on approach to each aspect of a promotional project, starting from the conceptualization to implementation stage.
- Accompanying and rendering assistance to delegates on trade missions to and from Italy.
- Monitoring useful information in local newspapers.
- Liaising with local institutions and statutory boards.
- Assisting the Deputy Trade Commissioner and Trade Analyst in particular projects/events/missions.
- Undertaking daily administrative tasks to ensure the functionality and coordination of the department's activities.
- Making follow-up calls regarding the invitation from organization for specific event or trade show.
- Conducting market research and analysing consumer rating reports/questionnaires
- Composing and posting online content on the organization's website and social media accounts.
- Creating and updating organization's data base.

The temporary employment contract, which is renewable begins on **May 1, 2023** and ends on **July 31, 2023** is functional to the realization of one or more promotional initiatives to be carried out in the short term.

The gross salary will be Indonesian Rupiah Rp. 8.000.000/month.

The employee is directly responsible for the payment of the social security and health expenses provided for by the Indonesian labor laws. This contract cannot in any case extend beyond the third month.

Pre-requisites:

- University Graduate – bachelor's degree

Work experience and Skills:

- Similar work experience in organising or assisting in events/trade shows
- Good knowledge of the Indonesian economy, business environment and trade practices (preferred)
- Fast learner with own initiative and requires minimal supervision
- Computer Proficiency (Microsoft Office applications - Excel, Word, PowerPoint, etc. - and Internet)
- Good interpersonal and communication skills
- Excellent Command of Bahasa Indonesia and English (spoken and written)

Candidates will be selected based on their curricula, which will be awarded scores according to the following criteria:

- Degree in marketing or economy: 5 points
- Work experience abroad: 5 points
- Documented previous experience in promotional matters: 5 points
- Languages with certified knowledge (beyond the mother tongue, up to a maximum of 2 languages): 5 points
- Certificate of knowledge of word, excel, PowerPoint software: 5 points

SELECTION PROCEDURES

First phase: Interview and Evaluation of CV, previous working experiences, computer and language skills

Evaluation scale 1-10: 10 exceptional, 09 excellent, 08 very good, 07 good, 06 average plus, 05 average, 04 below average, 03 poor, 02 very poor, 01 not suitable

Second phase (written test): Multiple choice test (from 11 questions) to determine the knowledge in the fields of economics and business administration. Questions can include Italian and EU economy, geography, and culture.

Evaluation scale: 1 point for each right answer

Final evaluation: the sum of the scores of first phase and second phase will determine the final ranking.

IMPORTANT NOTICES

The winner of the selection will be hired on probation for three months. The selection ranking will be valid for 6 months. The selection can be suspended, and/or cancelled at any moment and for any reasons by ITA Jakarta at its full discretion without generating any moral or legal obligation towards the candidates, including those fully meeting the job requirements.

Please, do note that:

The employment contract will comply with the Indonesian law. The Italian Embassy in Jakarta and the Italian Ministry of Foreign Affairs and International Cooperation will be not responsible for any complaint or claim arising from a possible dispute between ITA Jakarta and the employee. No employment relationship can be established between the employees hired by the Italian Trade Agency (ITA) Office in Jakarta and the Italian Embassy in Jakarta or the Italian Ministry of Foreign Affairs and International Cooperation.

HOW TO APPLY: please send ONLY BY EMAIL to giacarta@ice.it and p.pinto@ice.it, b.pratiwi@ice.it the following documents:

- Application letter
- Copy of ID
- CV, possibly in European format
- copy of Education certificate
- Proof of citizenship



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- self-declaration stating the absence of any criminal sentences as well as pending charges

No application arriving beyond the deadline can be accepted.

In the case of equal scores, the younger candidate will be preferred.

The employment contract will be in accordance with Indonesian law.