



ITALIAN TRADE AGENCY

ITA Beijing Office

Beijing, 12/12/2024
Prot. n. 0140985/24

RECRUITMENT ANNOUNCEMENT FOR A SECRETARY RECEPTIONIST POSITION (FULL TIME)

ITA and ITA Beijing overview

The Italian Trade Commission (ITA) is the Governmental entity which promotes the internationalization of Italian companies according to the policies of the Italian Ministry of Foreign Affairs and International Cooperation. ITA provides support to Italian companies for their internationalization activities. ITA is headquartered in Rome and operates through a network of worldwide offices linked to Italian Embassies and Consulates, working closely with local authorities and businesses.

The Italian Trade Commission Beijing Office (ITA Beijing) is based in Beijing and is the coordinator office for the network of ITA offices in China (ITA Beijing, ITA Shanghai, ITA Canton, ITA Hong Kong).

a) Employment position

ITA Beijing is recruiting a **Secretary Receptionist** with a permanent contract to be employed in our office in Beijing starting approximately in the period of **March/April 2025**, depending on the length of the selection process and the following background checks; the exact starting date is to be confirmed and it might be furtherly postponed (date of recruitment might also be different from the period abovementioned).

The selected candidate shall positively complete a compulsory probationary period of three months, starting from the date after signing the contract.

Responsibilities

The Secretary Receptionist will take care of the administrative and organizational tasks to support the office daily operation, namely:

1. performing general secretarial duties for the management (drafting letters and notes, managing agenda and organizing meetings);
2. preparing purchase contracts, dealing with the relevant administrative procedures;
3. provide support on tasks related to accounting;

ITA – Italian Trade Agency
Beijing Office
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Compound
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Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015





ITALIAN TRADE AGENCY

ITA Beijing Office

4. uploading information and news into database and calendars;
5. managing ITA Beijing website and social media accounts;
6. preparing documents, memos, minutes and reports as requested;
7. telephone switchboard operations;
8. sorting and filing of the daily correspondence;
9. ensuring compliance with mandatory publications related to tenders and contracts on the Transparent Administration and Anticorruption platforms and all the related portals, registries, and databases.

Please note: the list above is a non-exhaustive reference of the selected candidate's main duties and responsibilities; further tasks could be assigned depending on the needs of the Office.

Work location

Italian Trade Commission Beijing Office (ITA Beijing)

Room 061, Unit 1, Office Building

Sanlitun Diplomatic Residence Compound

No.1, Gongrentiyuchang North Road, Chaoyang District, Beijing, China

b) Typology of contract, salary and benefits

On the basis of a framework agreement between ITA Beijing and FESCO (Beijing Foreign Enterprise Human Resources Service Co., Ltd.), the selected candidate will be recruited by subscribing a labor contract with FESCO, which will then dispatch the candidate to work for ITA Beijing. ITA Beijing and the selected candidate will subscribe an additional labor contract defining all the details of their work relationship. Along with the subscription of the labor contract with ITA Beijing, the selected candidate will receive and sign for acceptance the Office's Employee Handbook, defining the terms and conditions of the employment at ITA Beijing.

Gross monthly salary will be **RMB 9.992,04** (total monthly salary before paying individual income tax and mandatory contributions to be borne by the employee, including housing fund).

ITA Beijing will be responsible for the corresponding payment of required contributions and part of the housing fund to be borne by the employer according to China Labour Law.

c) General requirements

- Tax residence in China;
- If not Chinese citizen: permanent residence or permanent work permit in China;
- Not being convicted of any criminal offence and not having any pending criminal proceedings in China or any other countries.
- Fluency in Italian and Chinese languages.
- Intermediate in English language.

Mandatory documents to be provided when submitting the application

- The filled and signed application form (page 8 to 10), including Annex 1.
- Copy of ID or passport.
- Curriculum vitae.
- If not Chinese citizen: copy of permanent residence/work permit in China.
- Copy of high school secondary diploma or high school technical diploma.
- Documents certifying the possession of preferential requirements, if declared.

d) Education and language requirements

- High school secondary diploma or high school technical diploma;
- Fluency in Italian and Chinese languages (spoken and written) and intermediate in English language;
- Excellent computer literacy, knowledge of the MS Office package (Word, Excel, Power Point), Internet applications, Google Drive and Gmail, conference calls software (Zoom, G-meet, Webex, Meets, etc.);

e) Preferential requirements

- Advanced or working proficiency in English language (certificate or diploma required);
- previous work experience in similar roles;
- additional degrees of study;
- professional understanding of social platforms including, but not limited to, Facebook, Twitter, LinkedIn, Instagram, WeChat, Weibo, etc.;
- excellent interpersonal and communication skills;
- project management skills coupled with attention to detail and multitasking ability;
- ability to work in a team;
- proactive and problem-solving approach.

Please note: if selected, candidates must submit proof of the requirements listed above. Proof of absence of criminal records/proceedings must be issued by relevant authorities according to the candidate's citizenship.

f) Selection Committee

ITA Beijing will carry out the selection procedures in accordance with the provisions of its own internal regulations (ITA Order of Service n. 7/24 dated 31/05/2024).

Candidates wishing to participate in the selection process will be evaluated by a Commission. The Commission will be comprised of three members, all part of the ITA Beijing Office personnel. The Commission will be assisted by a Secretary who will perform secretarial and administrative functions during the selection process.

g) Selection process

The selection process will be comprised of the following examination sessions which will be announced to the candidates with a notice of at least 15 calendar days.

1. **Written test in Italian** aimed at ascertaining knowledge and skills related to secretarial functions in the context of a public organization dealing with trade promotion at international level.
2. **Written test in English (intermediate)** aimed at ascertaining knowledge and skills related to secretarial functions in the context of a public organization dealing with trade promotion at international level and intermediate-level writing skills in English language.
3. **Interview in Italian** aimed at ascertaining the knowledge and skills related to secretarial functions, ability to handle complex requests, understand and execute tasks, and work within ITA Beijing's team. The interview is also aimed at assessing the candidate's fluency in Italian.
4. **Interview in English (intermediate)** aimed at ascertaining the knowledge and skills related to secretarial functions, ability to handle complex requests, understand and execute tasks, and work within ITA Beijing's team. The interview is also aimed at assessing the candidate's intermediate level in English.

Interview in English at proficiency level: If the candidate declares the possession of the English language at the working proficiency level as preferential requirement, a conversation in English language at this level will be added to the tests.

Language interviews will also include **translation tests**, without the use of dictionary, from Italian to Chinese and from Chinese to Italian, and also from Italian to English (intermediate level) and from English (intermediate level) to Italian; in case of the candidate declaring English working proficiency among the preferential requirements the translation test will also be from English to Italian and from Italian to English (at working proficiency level).

5. **Practical IT test** aimed at ascertaining knowledge of the main IT tools and related applications (with particular attention to Excel, Power Point, and the ability to use Windows operative system).

CLARIFICATION: Intermediate level for English language is intended to be as a general requirement. Working proficiency level for English language is intended as a preferential requirement.

h) Test scores and minimum scores

The maximum score for each candidate is 100/100.

Failure to reach the established minimum score in any of the tests will result in the exclusion from the selection process.

Scores will be based on the criteria listed in the previous article (Article “g”), according to the following matrix:

- **Written test in Italian:** from 0 to 15 points; minimum score to pass: 8;
- **Written test in English (intermediate):** from 0 to 15 points; min.score to pass: 8;
- **Interview in Italian:** from 0 to 10 points; min.score to pass: 6;
- **Interview in English (intermediate):** from 0 to 10 points; min.score to pass: 6;
- **Interview in English at working proficiency level if declared:** from 0 to 10;
- **Practical IT test:** from 0 to 20 points; min. score to pass: 10.

Additional points will be considered in the evaluation of the preferential qualifications, namely: **previous work experience in similar roles** (maximum score: 10), **additional degrees of study or certifications** (maximum score: 10).

At the end of the selection process, based on the scores obtained in each test and the scores according to the preferential qualifications, a final ranking will be drawn up. The first candidate on the list will be the selected applicant.

Exams calendar

The exam calendar will be communicated to shortlisted candidates only. The tests are expected to take place within the months of **January or February 2024**. ITA Beijing is not responsible for any changes in the exams calendar.

i) How to apply

The application form, starting at page 8 of this document, must be filled and sent to: **pechino@ice.it**, providing all the required attachments.

The email submission should indicate in the subject “**Secretary Receptionist**” and enclose **all the mandatory documents**, in addition to any certification proving the possession of preferential requirements (see the checklist at page 9).

Applications cannot be submitted by courier or in person. ITA Beijing Office will not be responsible for failure in delivering the application.

Applications submitted using methods other than those provided for in this announcement will not be accepted.

Applications submitted after the specified deadline (date and time) in this announcement will not be taken into consideration.

Applications received incomplete or incorrectly filled out or without a date and/or signature will not be taken into consideration.

j) Application deadline

Applications must be received by **Monday 6th January 2024**, by h 17.00 Beijing time.

Exclusion from selection procedures

Candidates will not be admitted to the selection procedures if:

- Their admission request is not completed and does not indicate the possession of all the requirements listed in the “How to apply” section.
- The admission request is received after the deadline set forth by this announcement.

Following the verification of submitted documents, the Selection Committee will communicate by email to the candidate the admission or exclusion from the selection procedure.

k) Publication of selection

Results and ranking will be published, anonymized with an identification number, on ITA Beijing official website, on the following section: <https://www.ice.it/it/mercati/cina-rp-include-hong-kong-e-macao/pechino-ufficio-di-coordinamento-la-repubblica-popolare-0>

l) Validity of ranked list

The ranking will remain valid for ITA Beijing for 24 months after the current selection. Should ITA Beijing need to hire additional personnel to cover the positions of Secretary, candidates listed in the ranking will be contacted and offered the post with legal and economic conditions to be defined accordingly.

m) Miscellaneous

Please note

The recruitment of the suitable candidate is subject to a **No Objection Statement** released by the Italian Government, which could take from 40 to 65 days to be issued. The Statement is released after a background check aimed at verifying the possession of the listed requirements and the truth of the declarations made. ITA Beijing is not responsible for any delay in the release of this statement.

The contract subscribed between ITA Beijing and the selected candidate is subject to the approval and **countersignature of the Head of Mission**, the Ambassador of Italy to the People's Republic of China.

The hiring of the candidate is subject to the completion of internal procedures and the conclusion of authorization procedures in Italy. Passing the examination does not automatically imply any obligation for ITA Beijing to hire or sign the employment contract with the selected candidates, nor should it be understood as automatic hiring at ITA Beijing. In any case, recruitment at ITA Beijing does not imply and doesn't have to be understood as hiring at ITA in Rome or different sites but Beijing.

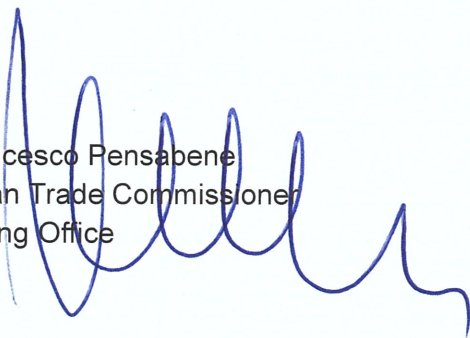
Disclaimer

ITA Beijing reserves the right to suspend or cancel the selection at any time and for any reason without generating any legal or economic moral obligations towards candidates including those who meet the requirements and those who have taken part in one or more sessions of tests/interviews.

Request for clarification

Any enquiry on the selection process should be addressed to: **pechino@ice.it**

Francesco Pensabene
Italian Trade Commissioner
Beijing Office

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.

Application form

Secretary Receptionist position at ITA Beijing

ITA Beijing address: Sanlitun Diplomatic Residence Compound, Unit 1, 6th Floor, Chaoyang District, Gongren Tiyuchang North Road, 100600, Beijing - Tel: 008610/65973797 E-mail: pechino@ice.it

Applicant information

Name and Surname	
ID/Passport number	
Place of Birth	
Date of Birth	
Address	
Telephone number	
E-mail address	
Application for the position of	SECRETARY RECEPTIONIST – ITA BEIJING OFFICE

The candidate declares

To have the following citizenship	
To have tax residence in China.	Yes [] No []
To have a permanent residence or permanent work permit in China (<i>only for non-Chinese candidates</i>).	Yes [] No []
To not have any reported criminal convictions or pending criminal charges.	No pending charges [] Pending charges []
To have obtained a high school diploma, high school technical diploma, or equivalent.	Yes [] No []
To be fluent in Italian and Chinese language	Yes [] No []
To be at least intermediate in English language	Yes [] No []

Preferential requirements

For the evaluation of preferential requirements, the candidate declares to have obtained the following qualifications, certificates, degrees in addition to the high school diploma.

Qualifications/degree/certificate	Year of completion	Awarding institution

Attachments checklist

Please be sure to have attached the following documents before submitting the present application:

Application form duly filled	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of ID/Passport	Yes <input type="checkbox"/> No <input type="checkbox"/>
Curriculum vitae in English	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not Chinese citizen: copy of permanent residence/work permit in China	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of high school secondary diploma or high school technical diploma	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other documents certifying the possession of preferential requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annex 1 - Information and authorization on personal data processing	Yes <input type="checkbox"/> No <input type="checkbox"/>

The undersigned formally declare that the above information is true and correct and is aware of the consequences of false and misleading declarations, as per Italian and local laws. The undersigned formally authorizes ITA Agency to carry out any necessary background checks aimed at verifying the possession of the requirements and the authenticity of the declarations made. The undersigned accepts to present the documentation certifying the possession of requirements in case of selection.

Place and date: _____

Signature: _____

Annex 1 – Information and authorization on personal data processing

STATEMENT REGARDING THE PROCESSING OF PERSONAL DATA ACCORDING TO EUROPEAN REGULATION EU 2016/679 (GDPR) AND THE PERSONAL INFORMATION PROTECTION LAW OF THE PEOPLE'S REPUBLIC OF CHINA (PIPL).

In alignment with the European Regulation EU 2016/679 (GDPR) and the Personal Information Protection Law of the People's Republic of China (PIPL), we, ITA - Italian Trade Agency, hereby inform you about the processing of your personal data. For these reasons, the following information is provided by "ITA - Italian Trade Agency", highlighting information regarding the processing of personal data, necessary for participation in the Selection for a position as Secretary Receptionist for ITA Beijing Office.

1. Who are the Data Controller and the Personal Data Protection Officer

ITA – Italian Trade Agency, Beijing Office, located in Room 061, Unit 1, Office Building, Sanlitun Diplomatic Residence Compound, No.1, Gongrentiyuchang North Road, Chaoyang District, Beijing, China. Contact: pechino@ice.it;
ITA – Italian Trade Agency, with headquarters in via Liszt, 21 - 00144 Rome, Tel. +39 06 59921 Contact: privacy@ice.it;

2. Purpose and Method of Data Processing

We use your personal data to allow you to participate as an applicant. ITA ensures that data processing is fair, lawful, transparent, and complies with GDPR and PIPL principles. This includes protecting your data from loss, misuse, and unauthorized access.

3. Scope and Transfer of Data

Data categories include personal identifiers and contact details. Data will be stored on EU servers and handled by authorized personnel. ITA ensures that adequate data protection standards are maintained during any data transfer complying with GDPR and PIPL.

Furthermore, personal data will not be disclosed to third parties except for:

- strictly necessary activities for the realization of the project you are participating in;
- any legal obligations.

You have the right to request the complete list of third parties by writing to: pechino@ice.it

4. Data Retention

Your personal data will be retained for a period necessary to fulfill the specified purposes, or as legally required. Longer retention is permitted for public interest, research, or statistical purposes, respecting your rights and freedoms.

5. Your Rights

You have the right to access, rectify, limit, update, delete, oppose processing, and data portability. Complaints can be lodged with the Italian Data Protection Authority.

For more information a request may be sent to the following e-mail address: privacy@ice.it.

Place and date: _____

Signature: _____