



**NOTICE OF RECRUITMENT: TEMPORARY POSITION – FULL TIME  
JUNIOR ANALYST FOR FOREIGN DIRECT INVESTMENT UNIT  
ITALIAN TRADE AGENCY – VIENNA OFFICE**

**The Italian Trade Agency**

The Italian Trade Agency (“ITA”) is an Italian governmental entity that promotes the internationalization of Italian companies, in line with the strategies of the Italian Ministry of Foreign Affairs and International Cooperation.

ITA also acts as an Investment Promotion Organization - IPO for the attraction of foreign investments to Italy, scouting potential foreign investors and promoting business investment opportunities in Italy.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies linked to Italian Embassies and Consulates, working closely with local authorities and businesses. Further information can be found at [www.ice.it](http://www.ice.it)

**Job description**

ITA is currently seeking a motivated Junior Analyst for a FDI Promotion Project **until 31/12/2024** in order to support the Director of the ITA Office in Vienna.

The ideal candidate should be a research driven, creatively resourceful individual with analytical skills inspired to scour databases, the internet and other sources to identify potential investor for Italian based projects or similar business opportunities.

The candidate should also be entrepreneurial and should have a client-minded focus, with commercial awareness and strong client liaison skills.

During the FDI Promotion Project, the candidate must support the ITA Office in Vienna in order to facilitate the entire process of engaging investors prone to invest in Italy, encouraging and facilitating their investment in the country and building confidence and trust, even in aftermarket support. He/She will assist the Director of the ITA Office in Vienna in his investors relations.

The role will require to perform administrative and back office tasks, as well as communication tasks and regular reporting process to the Italy-based ITA Foreign Attraction Investment Department. Full collaboration is required at working with the Trade Analysts at the ITA Vienna office in all activities aimed at promoting Italy, sharing with them all pertinent contacts and sectorial reports

The candidate may be required to travel in Italy and internationally.

**Primary responsibilities**

**FDI support in investors engagement process**

- Support the ITA Office in Vienna in the prospect generation through multiple sources, both online and offline, in order to maximize the outcome in terms of active contacts, calls, meeting, inquiries
- Support in the investor and project management through the gradual full knowledge and understanding of software tools used by the FDI team
- Support in realizing reports, presentations and documents to track and assess daily activities
- Support the ITA Office in organizing promotional activities (events, seminars, conferences, training courses, incoming trips of corporate players and investors to Italy and abroad)



#### Back-office and administrative activities

- Liaise with companies, investors, corporate players and other foreigner and Italian counterparts sharing program news, solicitations, promotional opportunities, asset needs and more
- Aggregate market research, industry resources, news and articles as necessary to share with the team in scouting the FDI environment

#### **Work location**

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ITA Office in Vienna  
Italian Embassy  
Rennweg 27, 1030 Wien (Austria)

*Please, note that smart working may be required due to the need to respect the safety distances in the premises of the ITA office in Vienna as foreseen by the measures taken to control the covid-19 epidemic. In this case, the necessary equipment will be provided (Laptop).*

*Costs that may arise from smartworking (e.g. internet connection costs, etc.) are intended already covered by payments over and above what is due by the collective agreement*

#### **Minimum Requirements**

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- EU citizenship/permanent VISA (ITA does not sponsor ANY working visa)
- Bachelor's Degree in Economics, Finance or related subjects
- German native level
- Proficiency in English, both oral and written
- Strong computer skills

**Candidates lacking even one of the above listed requirements shall not be considered**

#### **Preferential Requirements**

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- Knowledge of the Italian Language
- At least 1 years or more of experience in one of the following: investment promotion, strategic consultancy, business law firms or finance, particularly in investment banking or in sales
- Good organizational skills
- Strong interpersonal and communication skills in writing and speaking (must be comfortable liaising with many international companies and partners)
- Demonstrated leadership abilities and experience working with different cultures, a dynamic, flexible, collaborative, positive attitude and great team spirit
- Ambitious self-starter, ability to take a project and run with it to completion with minimal supervision, excellent project management skills
- Resourceful and proactive, with an ability to identify issues/problems and solve them directly, with high attention to the smallest of details
- Prioritize projects and manage time efficiently, with ability to work in a fast-paced entrepreneurial environment
- Effective strategic consulting skills-ability to develop long-range objectives and provide strategies and actions to achieve them
- Czech/Slovak language

#### **Salary**

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Gross annual salary: 45.000-55.000 (per year – paid in 14 tranches), determined on the basis of the professional experience and skills of the successful candidate.



### **Probation period**

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The selected candidate will be offered a fixed-term contract until 31/12/2024, subject to a probationary period of 1 month from the day of recruitment.

### **Term**

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The contract expiration date is 31/12/2024. *There will be no tacit renewal and no automatic recruitment after the expire date. If an additional budget for this Project is later approved, an extension of the duration will be considered.*

### **Instructions for candidature submission**

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Candidates who meet the qualifications and minimum requirements must submit an email to [fdi.vienna@ice.it](mailto:fdi.vienna@ice.it) indicating in the object "Junior Analyst – FDI Unit Selection 2023 – ITA Office in Vienna, with the following documents attached:

- Cover letter + CV/resume
- Copy of a valid ID
- Copy of Degree
- Tax Residence in Austria
- Substitutive declaration in attachment, duly filled out and signed
- Pertinent documentation on qualification requirements

The candidates lacking listed qualifications and minimum requirements will not be considered.

The deadline to submit the application is: **10/02/2023**

### **Selection Procedure**

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Candidates who meet the minimum requirements will be asked to invited for the selection procedure (around 20<sup>th</sup> February 2023):

1. WRITTEN TEST
2. COMPUTER TEST
3. INTERVIEW

WRITTEN TEST: drafting a summary (translating from German to English or vice versa, without the use of a dictionary) of an article on issues such as international economy.

A maximum of 15 points can be awarded to the written test (passing score: 9 points)

COMPUTER TEST: processing of a text and/or spreadsheet and/or presentation using the Windows office package.

A maximum of 10 points can be awarded to the computer test (passing score: 6 points)

INTERVIEW: in English and Italian (if preferred)

To be admitted to the oral interview on the same topics as the written tests, candidates must obtain not less than the passing score in each test.

A maximum of 30 points can be awarded to the interview including evaluation of preferential requirements (minimum 18 points).

The date of the interview will be provided to suitable candidates.

The ranking remains open for 1 year following the date of publication.



The recruitment is subject to the provision of the Certificate of the Criminal Records, stating the absence of criminal convictions or pending proceedings in Austria and in the selected candidate's country of citizenship.

**The recruitment is also subject to a no-objection statement (“nulla-osta di sicurezza”) from the Italian Embassy in Vienna. After final selection of candidates, the contract will be awarded and become effective only upon receiving such official statement.**

**It should be noted that no employment relationship is established between the new recruit from the ITA Agency in Vienna and the Italian Embassy in Vienna, although the new recruit is obliged to comply with the Embassy's Security Regulations, following the instructions given on the matter by the Head of Mission.**

*Please note that as an entity that forms part of the Italian public sector, ITA must apply the 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”). In addition, it is forbidden to make or accept donations, gifts or other benefits. In case of violations of these obligations the ICE Agency is entitled to automatic termination of the contract. A copy of ITA Code of Conduct is available at [www.ice.it](http://www.ice.it) “Amministrazione Trasparente” (Transparent Administration) – “Disposizioni generali” (General provisions) – “Atti generali” (Acts of general application) - “Code of Conduct”.*

### **Information on the processing of personal data**

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The processing of personal data for the purposes of possible recruitment will be based on the principles of lawfulness, correctness and transparency to protect the fundamental rights and freedoms of individuals.

To this end, the following information is provided:

- the data controller is *ICE - Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane*, with registered office in Via Liszt, 21 - 00144 Rome, Tel.06 59921 (now ITA Agency). The Data Protection Officer can be contacted at the following email address: [privacy@ice.it](mailto:privacy@ice.it).
- the processing of personal data is carried out by the ITA Agency, in the performance of its activities for purposes related to the recruitment and selection of personnel with a view to the possible establishment of an employment relationship with the Agency.
- The data will be processed by means of computerised and other tools, and the processing is based on the following legal basis: the performance of obligations strictly related to the recruitment/management of personnel, the provision of data for such activities is essential for the proper management of the contract/employment relationship, or the execution of pre-contractual measures taken at the request of the person concerned (art. 6 point 1 letter "b"); within the limits of the purposes and methods described in this information notice, the following categories of data may be processed as personal identifiers (e.g. name, surname, date of birth, tax code), job position (e.g. role, task), telephone contacts, e-mail addresses, geographical location (e.g. residence, domicile, place of birth), education and culture (e.g. qualifications, professional certifications). The data subject shall not be required to provide data that can be qualified as special data pursuant to EU Regulation 679/2016. In the event that the curriculum vitae in the possession of the ITA Agency contains special data (e.g. data suitable to detect the membership of protected categories), the Agency will process only the data for the purposes indicated above.



- the data are processed by adequately trained staff of the Agency acting as authorized personnel, according to principles of correctness, lawfulness, transparency, relevance and not excessive in relation to the purposes of collection and subsequent processing.
- processing is carried out in such a way as to guarantee adequate security of personal data, through the use of automated tools, including confidentiality and protection, through technical and organisational measures aimed at preventing the loss of data, unlawful or incorrect use and unauthorised access.
- Personal data may also be managed through online software or cloud services, located within the European Union, in compliance with the rights and guarantees provided by the General Data Protection Regulation (EU) 2016/679 (GDPR). Where personal data is to be managed with cloud services located outside the European Economic Area, the ITA Agency ensures that the processing of such data will be based in accordance with the Agency's institutional purposes only. The data will not be used for purposes other than and in addition to those described in this notice, without first informing the data subject and, where necessary, obtaining his/her consent.
- The personal data will be kept for a period of time that is congruent with the purposes of processing described above and in compliance with all legal obligations. For the purposes indicated, the data will not be communicated to any recipient.
- The interested party may exercise his/her rights at any time, and in particular access his/her personal data, ask for them to be corrected or limited, updated if incomplete or erroneous, and deleted if collected in violation of the law, as well as oppose their processing, without prejudice to the existence of legitimate reasons by the Data Controller. You also have the right to portability, i.e. to receive in a structured, commonly used and machine-readable format the personal data you have provided. To this end, you can contact the Data Controller or the Data Protection Officer. It is possible to lodge a complaint with the Italian Supervisory Authority - Garante per la protezione dei dati personali - Piazza Venezia n. 11 - 00187 Roma.

### **IMPORTANT NOTICE**

**This selection could be suspended and/or cancelled at any moment and for any reason or no reason by ITA at its sole discretion, without creating any obligation and/or expectation or reliance on the part of eligible candidates**

Best Regards,

Dr. Corrado CIPOLLINI  
Director ITA Vienna  
(Signed in original)

Vienna, 20/01/2023