



Dubai Office

## **JOB ANNOUNCEMENT**

### **Trade Analyst position at ITA office in Dubai**

ITA - Italian Trade Agency 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 to Italy.

With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training particularly to small and medium-sized Italian businesses. Using the most modern, multi-channel promotion and communication tools, it acts to assert the excellence of the made in Italy in the world.

ITA – Italian Trade Promotion Agency operates through a worldwide network of 79 offices in 65 countries, including the UAE : <https://www.ice.it/en/markets/united-arab-emirates>

#### **1. Job description**

ITA – Italian Trade Promotion Agency, Dubai office, is looking for a Trade Analyst to join its team.

#### **Key Responsibilities:**

- a) Market/sector analysis to identify new trade opportunities for Italian SMEs, and strategies and operational plans for their approach to UAE market;
- b) Organization of promotional events such as fairs, exhibitions, workshops and seminars B2B, B2G, B2C;
- c) Provision of the services listed in the “ITA catalogue of services” <https://www.ice.it/it/nuovo-catalogo-servizi-> to Italian SMEs;
- d) Assistance to Italian and UAE companies interested in importing/exporting;
- e) Identification and selection of trade missions to/from Italy, as well as to/from UAE, including provision of logistic assistance;
- f) Assistance pertaining to general office clerical activities;
- g) Utilization of all dedicated ITA software for tracking and following the services and the initiatives (i.e. GED Electronic Protocol, CRM Customer Relation, Managing ServiceWeb for invoicing, and similar);
- h) Management and monitoring of revenue and results achieved;

- i) Management of administrative procedures of Italian “Codice degli Appalti” (for public expenses on Italian Governmental promotional budget, according to the Italian administrative rules and regulations, in particular relating to “transparency and anti-corruption Codes” and ANAC publicity duties);
- j) Perform other related ad-hoc duties to support the team and top management as required.

## **2. Role Requirements**

### **Mandatory requirements:**

- a) Bachelors’ or master’s degree preferably in Economics/ Management/ Marketing or other equivalent degrees;
- b) Valid visa and tax residency in the UAE for two (2) consecutive years at the date of application;
- c) Eligibility to obtain working permit in the UAE (must therefore be able to show current and valid passport and Emirates ID);
- d) Absence of any criminal sentences, as well as pending charges, both in the UAE and in the country of citizenship;
- e) Proficiency in Arabic (written and spoken);
- f) Proficiency in English (written and spoken); and
- g) Professional knowledge of computer systems and Windows Office tools (Excel, Word, PowerPoint, etc.) and any other software systems for general office tasks.

**Candidates who do not have the above-mentioned requirements will not be taken into consideration for the selective tests.**

### **Additional requirements:**

- a) Strong organizational skills;
- b) Flexibility to work with different teams and ability to work within a team as well as independently;
- c) Experience working within an international group would be beneficial;
- d) Good knowledge of internationalization activities;
- e) Skills and competencies in statistics, marketing, construction sector and processing machineries;
- f) Work experience in a similar role – preferably in similar public sector or TPO – Trade Promotion Organization;
- g) Result-oriented, resourceful, positive approach to problem-solving;
- h) Good command of the Italian language will be an additional plus;
- i) Immediate or short-term availability.

## **3. Instructions for submission**

It is mandatory to receive the following documents at the time of the application:

- a) Presentation letter in English and Arabic;
- b) Current CV in English and Arabic;
- c) Copy of educational certificates;
- d) Copy of current and valid passport;
- e) Copy of valid Emirates visa and ID;
- f) Statement confirming the possession of the “Mandatory requirements” mentioned above; and



g) Self-declaration which states:

- Nationality;
- Valid UAE residency at the time of application;
- Tax residence in the UAE;
- Absence of any criminal sentences as well as pending charges both in the UAE and in the country of citizenship (issued by the competent authorities)

Send your CV, the above mentioned documents, the statement and self-declaration that verifies the possession of the requirements ONLY BY EMAIL to: [dubai@ice.it](mailto:dubai@ice.it) Attn. Amedeo Scarpa, specifying on the email the following subject: "JOB APPLICATION FOR TRADE ANALYST POSITION AT ITA OFFICE IN DUBAI".

**The closing date for applications is Wednesday, November 11<sup>th</sup>, 2020, 1:00 pm GST.**

Applicants who do not meet the above listed "Mandatory requirements" and/or fail to submit the requested documents will not be admitted to the selection procedures.

#### **4. Selection procedures**

First selection phase - by an external recruiting agency:

1. Arabic writing and speaking test – the candidate will be asked to develop a short essay and hold a conversation in Arabic on topics related to the position;
2. English writing and speaking test – the candidate will be asked to develop a short essay and hold a conversation in English on topics related to the position; and
3. Practical test: computer test to prove general knowledge of computer skills.

At the end of the first selection phase, the candidates will be evaluated on a 1 - 10 scale<sup>1</sup> and ranked based on their assessment results (test n.1 – n.2 and n.3 mentioned above). In order to be admitted to the second selection phase, the applicants should be awarded a minimum score of 6 out of 10 in each test.

Second selection phase – by an internal ITA evaluation Committee:

4. Interview with the Commission in Arabic, English and Italian conversation (if Italian language proficiency is claimed) related to the job description, professional experiences, skills of the candidate, ITA activities and other economic and financial matters.

The candidates will be evaluated by the Commission on a 1-10 scale based on the interview (overall evaluation).

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<sup>1</sup> On a 1-10 scale:

10 – exceptional, professional level  
09 – excellent, no distractions  
08 – very good, only a few minor problems  
07 – very good, with more minor or a few major problems  
06 – good, noticeable problems but not distracting  
05 – average  
04 – below average, a few distracting problems  
03 – below average, with more than a few distracting problems  
02 – poor  
01 – very poor





Final ranking:

The final ranking will be based on the assessment average score of the first selection phase and the overall evaluation of the Commission during the second selection phase.

*The successful candidate will be required to provide original copies of the documents mentioned in the self-declaration.*

**5. Job Location:**

Dubai Internet City - Dubai, UAE

Sheikh Zayed Road – Exit 22 or Nakheel Metro Station

Arengo Tower - Office 506&508

Work timings: Sunday to Thursday

Office hours: currently from 9am to 6pm (including meals and rest equal to a 1-hour break).

**6. Salary:**

The basic annual salary is Euro 31.200,00 for a full-time position.

**7. Starting date:**

January 2021.

**IMPORTANT NOTICE**

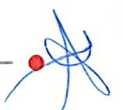
ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.

Provided every requirement of education, skill, technical qualifications and experience are met, the criterion for the selection will be ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

This selection may be suspended and/or cancelled at any moment and for any reason by ITA – Italian Trade Agency in Dubai 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 undertakes a fully respect of the Code of Conduct adopted by ICE -Agency (Italian Trade Agency) available on:

[http://ww2.gazzettaamministrativa.it/opencms/export/sites/default/gazzetta amministrativa/amministrazione trasparente/agenzie enti stato/agenzia ICE/010 dis g](http://ww2.gazzettaamministrativa.it/opencms/export/sites/default/gazzetta_amministrativa/amministrazione trasparente/agenzie enti stato/agenzia ICE/010 dis g)



[en/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, the ICE - Agency will have the option to terminate the contract.

Amedeo Scarpa



ITA Dubai Director

