

TEMPORARY ASSIGNMENT 2019 - 2020

Junior Desk Coordinator for the Italian Trade Agency Desk in Pakistan (Karachi)

NOTICE AND DEADLINE FOR SUBMISSION

The Italian Trade Agency in Dubai

The Italian Trade Agency (ITA) is a Government entity which promotes the internationalization of the Italian companies, in line with the strategies of the Ministry of Economic Development. ITA provides information, support and advice to Italian and foreign companies. In addition to its headquarters in Rome, ITA operates worldwide through a large network of offices linked to the Italian Embassies and Consulates, working closely with local authorities and businesses. ITA provides a wide range of services helping Italian and foreign businesses to establish long term relations, as well as to attract Foreign Direct Investment to Italy.

The Italian Trade Agency in Dubai is responsible for the United Arab Emirates, Oman and Pakistan.

1. Job Description

The Italian Trade Agency (ITA) is currently seeking a Junior Desk Coordinator for the Italian Trade Agency Desk in Pakistan for the Pakistani Market (hereinafter the Target Market).

The assignment agreement shall be limited. Terms shall be twelve (12) months. Place of work shall be Italian Consulate in Karachi. Designation shall be *Junior Desk Coordinator for the Italian Trade Agency Desk in Pakistan*.

2. Scope of work

The Junior Desk Coordinator shall support the Senior Desk Coordinator and Dubai ITA Office in providing information, assistance and promotional services to enhance the business relation of Italian SMEs with the Pakistani market.

3. Duties and responsibilities

In more details, the activities of the Junior Desk Coordinator shall include, among others, the following:

- Assist the Senior Desk Coordinator in scouting and market analysis of the existing opportunities for Italian companies in Pakistan;
- Assist the Senior Desk Coordinator in creation of a database of potential business partners;
- Assist the Senior Desk Coordinator in organization of bilateral meetings between Italian companies and Pakistani counterparts;
- Assist the Senior Desk Coordinator Organization of trade delegation visits to Pakistan or to Italy;

- Assist the Senior Desk Coordinator in providing support to the ITA Dubai Office for the participation in local fairs and exhibitions;
- Assist the Senior Desk Coordinator in organization of workshops and seminars with Italian and local experts;
- Assist in Administrative and contractual procedures related to the Desk activities;
- Assist the Senior Desk Coordinator in Web mastering and social media activities.

The activities will be carried out in compliance with the guidelines of the Italian Trade Agency, Dubai Office and the Junior Desk's Coordinator will periodically report to the Senior Desk Coordinator.

4. Requirements (shall be met on the deadline submission date)

Essential

- Bachelor's Degree;
- Fluency in English language (spoken and written)

Candidates without the above-mentioned requirements will be excluded from the selection procedure.

Additional

- At least 2 years' experience in a similar role – in private or public sector;
- Basic experience in international marketing and special skills in business activities, as well as good knowledge of the economic and business environment in Italy and in the target market;
- Skillful use of Windows Office tools (Excel, Word, PowerPoint, etc ...) in addition to Internet, Google suite etc.;
- Ability to manage multiple tasks at once
- Enthusiasm, creativity and proactiveness
- Result-oriented, resourceful, positive approach to problem solving;

The candidate may be required to travel internationally if necessary.

Selection will be undertaken only for valid candidates meeting most of recommended requirements.

5. Requested documents to be submitted for the selection:

- Detailed CV duly signed in English highlighting possession of the requirements. Proof of stated skills and experience might be requested.

The following documents shall accompany the curriculum vitae:

- Motivation letter
- Bachelor's Degree (copy)
- Available language certificates (copy)

All the documents listed above are mandatory and they must be sent for the submission in accordance with the procedure below specified

6. Selection procedure and ranking

Candidates with valid CVs/documentation and possessing the requirements will be invited for an interview via skype.

The object of the interview will be:

- A) English conversation related to the job description, professional experiences, skills of the candidate, ITA activities and other economic matters;

Date and time of the interview will be communicated only via email address specified in the CV.

At the end of the selection procedure, a ranking will be prepared.

7. Ranking

The candidates will be evaluated on a 1-10 scale.

Successful candidate will be required to provide copies of the documents mentioned in the self-declaration.

8. Salary

The basic salary is Euro 9.600,00 for a full-time position.

9. Commencement of activities

The successful candidate (first position in the final ranking)

- will be offered to sign a one-year full time contract with ITA Dubai;
- will be required to submit all the necessary documents and to be available for service on the date requested by ITA Dubai, else the next candidate in the ranking will be summoned.

Contract's validity is subject to Italian Ministry of Foreign Affairs and International Cooperation mandatory approval.

Applicable law will be the United Arab Emirates Labor Law.

Curriculum vitae and required documents to be sent only to dubai@ice.it , kind attention of Gianpaolo Bruno. Please specify in the subject: **Junior Desk Coordinator for the Italian Trade Agency Desk in Pakistan (Karachi)**

Deadline for the submission: 22nd August 2019

Candidacies arrived later than the deadline or without the required CV and documents will not be considered.



ITALIAN TRADE AGENCY

Trade Promotion Office of the Italian Embassy
to the UAE, Oman and Pakistan

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.

Providing every requirement of education, skill, technical qualifications and experience are met, the criterion for 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 the 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.

ITA will acknowledge receipt of all applications but only candidates selected for the tests will be contacted.

Dubai, 29th July 2019

