



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

JOB ANNOUNCEMENT

Trade Analyst position at ITA office in Dubai

ITA - Italian Trade Agency is the Governmental agency that supports the business development of our companies abroad and promotes the attraction of foreign investment in Italy.

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

ITA – Italian Trade Promotion Agency operates through a worldwide network of 79 offices in 65 countries, including UAE.

ITA offices are the ideal gateway for enterprises willing to establish business relationship with Italian partners, from sourcing Italian products to investments opportunities in Italy <https://www.ice.it/en/index.php/markets> .

TRADE ANALYST – Dubai

About the Role:

ITA Dubai office is looking for a Trade Analyst to join its team.

Key Responsibilities:

1. Market/sectors analysis to identify new trade opportunities for the Italian SME's, and strategies and operational plans for their approach to UAE market;
2. Organization of promotional events such as fairs, exhibitions, workshops and seminars B2B, B2G, B2C;
3. Providing the Italian SME's with the services listed in the "ITA catalogue of services" [https://www.ice.it/it/nuovo-catalogo-servizi-;](https://www.ice.it/it/nuovo-catalogo-servizi-)
4. Assistance to Italian and UAE companies interested in importing / exporting;
5. Identifying and selecting trade missions to/from Italy to/from UAE and providing also the due logistic assistance;
6. Assistance in general office clerical activities;
7. Using all the 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);
8. Managing and monitoring the revenue and results achieved;
9. Managing of the administrative procedures of Italian "Codice degli Appalti" (for public expenses on Italian Governmental promotional budget, according





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- to the Italian administrative rules and regulations in particular about “transparency and anti-corruption Codes” and ANAC publicity duties;
10. Performing other related ad-hoc duties to support the team and the top management as required.

Essential requirements:

- a) Bachelors’ or master’s degree preferably in Economics/ Management/ Marketing/ International Relation/ or other degrees relevant to the assignment;
- b) Valid Visa and tax residency in the UAE for the past 2 years at the time of the application;
- c) Applicant must be eligible to work in the UAE, must 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 the country of citizenship;
- e) Proficiency in English (spoken and written);
- f) Skills and competences in statistics and market research;
- g) Excellent knowledge of computer systems and Windows Office tools (Excel, Word, PowerPoint, etc. ...) and other software systems for the general office activities; and
- h) A minimum of two year work experience in a similar role – preferably in similar public sector or TPO – Trade Promotion Organization.

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 able to work within a team and independently;
- c) Experience of working in an international group would be beneficial;
- d) Good knowledge of internationalization activities;
- e) Good knowledge of graphics, promotional and advertising material;
- f) In depth knowledge of Italian administrative governmental procedures for public funds expenditures, especially “Codice degli Appalti” (Public Procurement Code) and ANAC (Autorita’ Nazionale Anticorruzione e Trasparenza) procedures and rules;
- g) Result-oriented, resourceful, positive approach to problem-solving;
- h) Good command of Italian language will be an additional plus;
- i) Good command of Arabic language will be a plus;
- j) Immediate or short-term availability.

Instructions for submission:

A blue ink handwritten signature or scribble is located in the bottom left corner of the page.





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

- a) Presentation letter in English;
- b) An updated CV in English;
- 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 “Essential 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 the country of citizenship (issued by the competent authorities)

Applicants failing to submit the above-mentioned documents will not be selected for the examination tests.

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 Attn. Amedeo Scarpa, specifying on the email subject: “JOB APPLICATION FOR TRADE ANALYST POSITION AT ITA OFFICE IN DUBAI”.

The closing date for applications is 9th April 2020, 1:00 pm Dubai local time.

ONLY those candidates who meet the above-listed requirements will be contacted for selective tests.

Selection procedures:

First selection phase:

1. Written test: The candidate will be asked to develop a short essay, randomly extracted, on the following topics:
 - a) **Promotional strategies and plans and assistance services** for a specific Italian SME in the UAE market;
 - b) mandatory **administrative procedures of “Codice degli Appalti” and ANAC** for the realization of what described at point a)
2. Practical test: computer test to prove general knowledge of computer skills; and
3. Speaking test: in English



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At the end of the first selection phase the candidates will be evaluated on a 1 - 10 scale* for each test and ranked based on the test results (average of n.1 – n.2 – n.3 test mentioned above).

Second selection phase:

The top 6 successful candidates, ranked based on their test results (Written, Practical test and English-speaking test) will be contacted for the second selection phase, which shall consist of:

4. Interview with the Commission on: English and/ or 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;
 5. Arabic conversation (if Arabic language proficiency is claimed) related to the job description, duties and responsibilities related to the position.
- The candidates will be evaluated by the Commission on a 1-10 scale based on the interview (overall evaluation).
 - The maximum score for the additional Italian test, evaluated by the Commission, will be 2/10; and
 - the maximum score for the additional Arabic test will be 1/10.

Final ranking:

The final ranking will be based on the assessment average score of the first phase and the overall evaluation of the commission during the second selection phases, plus the Italian and/or Arabic proficiency test results.

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

Job Location:

Dubai Internet City - Dubai, UAE

Sheikh Zayed Road - Exit 22 or Nakheel Metro Station

Arenco 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).

Salary:





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

Starting date:

Monday August 11th, 2020.

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.

Amedeo Scarpa

ITA Dubai Director

* 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

