



ITALIAN TRADE AGENCY

Singapore Office

JOB OPENING

ONE Assistant Trade Analyst

The employer: The Italian Trade Agency in Singapore

The Italian Trade Agency ("ITA"), also known as Italian Trade Commission, is the Italian Government Agency which promotes the internationalization of Italian companies, in line with the strategies of the Italian Government. ITA provides information, support and advice to Italian and foreign companies.

Additional information about the Italian Trade Agency is available at www.ice.it/en/.

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Job position available: **1 Assistant Trade Analyst**

The candidate will be required to perform the following duties:

- Organize, coordinate and take part in promotional activities, such as trade show pavilions, exhibitions, conferences, seminars and advertisement campaigns;
- Coordinate negotiations with potential Singapore partners (importers, agents, suppliers, etc.) for Italian counterparts and database updating and draft related documents;
- Organize events, coordinating production, media relations and PR agencies;
- Coordinate Social Media communication and digital marketing;
- Perform public relations activities including contacts with local authorities and business representatives;
- Assist in managing and supervising budget and accounting reporting on the projects performed;

- Conduct market analysis, perform research projects and monitor product sector assigned;
- Implement basic and customized services, being responsible for the quality of services provided;
- Provide prompt assistance to Italian and Singaporean companies willing to establish and/or strengthen their business ties;
- Carry out any assigned administrative task required to prepare the ground for the above-mentioned activities;
- Interact and respond to inquiries from Italian companies, under the coordination of the Deputy Trade Commissioner and/or the Trade Commissioner.

Minimum requirements:

- Singapore Permanent Resident or Singapore citizens;
- University graduate in International Relations, Public Administration, Economics, Business Administration, Marketing, Law and/or Arts-Humanities-Communication;
- Proficient in Microsoft Office (Powerpoint, Word, Excel)
- Not being convicted of any criminal offense and not having any pending criminal proceedings in Singapore or in other countries

ITA does not sponsor a working visa

Candidates lacking one or more of the above listed requirements will not be considered.

Preferential requirements:

Moreover, preference will be given to candidates with the following additional skills and qualifications:

- Proven knowledge and understanding of the Singapore business/commercial environment;
- A minimum of 1 year of experience in the Singapore commercial sector, in Government agencies and/or procurement offices related to business and trade;
- Experience in a similar role with Italian entities and/or companies based in Singapore, and/or previous experience with Industry Associations in Singapore.
- Proven wide network of contacts in different Singapore business/industries;
- Proven ability to devise and implement a strategy for marketing and communication of business contents;
- Professional understanding of social platforms including, but not limited to, Facebook, Twitter, Instagram, LinkedIn, etc.;
- Excellent interpersonal and communication skills;



- Project management skills coupled with high attention to detail and superior multi-tasking abilities.
- Knowledge of the Italian language.

Work location

Italian Trade Commission

7 Temasek Boulevard - Suite 19 - 01A SUNTEC TOWER 1, 038987 Singapore

Working time

Monday to Friday-office hours 8.30/9.00-17.30/18.00 (1 hour break included).

The candidate may be required to travel internationally if necessary.

Salary and Compensation

Monthly gross salary will be around euro 2,400 (total 13 months), at the exchange rate with Singapore Dollar on the 27th of the month (as stated by the Monetary Authority of Singapore website).

On top of that ITA will pay for the employer CPF and Health insurance coverage (including medical and dental).

Contract Duration

This is a permanent full-time position, i.e. 40 hours per week.

Application Process

Interest candidates must:

1. Fill out the [Online application form](#)
2. Submit the following documents ONLY BY EMAIL to singapore@ice.it and specifying in the subject "Application for Assistant Trade Analyst position at ITA Singapore" before **Tuesday, 27th December 2022 at 5:00 PM**, the following:
 - a) Copy of your Singapore Permanent I.D. card (please cover-up the last 4 digits);
 - b) Your CV/Resume;
 - c) Copy of bachelor's degree certificate;
 - d) Substitutive declaration of possession of requirements (attached), duly filled in and signed;
 - e) Any other document useful to access previous experience or qualifications.

Deadline: 27th December 2022 at 5:00 PM

No application arriving beyond the deadline can be accepted.

Personal data collected will be used for recruitment purpose only.

Selection Procedure

Only candidates who meet the above listed Minimum requirements and will send complete documentation will be invited to participate in the selection process.

Shortlisted candidates will be invited for the selection and to sit in examination from January 2nd, 2023 onwards.

An Examination Committee will be formed to carry out all the examination procedures.

Please note that the selection will focus on the following:

1. Written and spoken English;
2. Marketing and Promotion of Italian Industries;
3. Analysis of Trade & Economic Statistics;
4. Basic knowledge in office administration;

The selection process will consist of:

- 1. Written test in English on International Marketing and Communication** expected to be scheduled by the end of January 2023 at ITA Singapore Office (7 Temasek Boulevard - Suite 19 - 01A SUNTEC TOWER 1, 038987 Singapore).
The test is aimed to ascertain relevant knowledge of International Marketing and Communication and assess the candidate's reasoning skills. The candidates may score **up to 50 points** and must score **at least 35 points** to be admitted to the Practical test and, therefore, to the oral interview.
- 2. Practical test**, aimed to ascertain IT skills, will be held on the same date of the Written test in English on International Marketing and Communication (**up to 15 points**). The practical test will be evaluated only if the candidate gets the minimum score at the written test.
- 3. Oral test-Interview** in English should be held digitally via Google meet. The interview, conducted in English will focus on skills, qualifications, motivation and reasoning skills (**up to 35 points**).
The candidate will also have a short conversation in Italian, if he/she is able to. The additional points for the preferential requirements will be assigned in the oral evaluation. This will refer to the above listed "preferential" requirements, such as Italian knowledge, and previous work experience in a similar role with Italian entities and/or companies based in Singapore, and/or previous experience with Industry Associations in Singapore.



Only candidates who reach at least 35 points in the Written test in English on International Marketing and Communication will be evaluated for the following examination (practical and oral test).

The final total score will be defined by calculating the sum of the scores obtained in the individual tests (written, oral and practical). After testing, each candidate will be ranked on a **100 points scale**. **Only candidates who scored at least 70 (out of 100 points) will become eligible and shortlisted.**

The position will be offered to the eligible candidate with the highest score unless he/she intends to withdraw, resign, or ITA later finds out that he/she lacks the eligibility requirements: if any of such cases occurs, the position will be offered to the next ranked eligible applicants, according to a list that will remain valid for 6 months. The list will be published on the ITA website.

The successful candidate will be required to provide original copies of the mandatory documents and of those mentioned in the self-declaration

Please note that:

- The selection will take place in person at ITA's Office (7 Temasek Boulevard - Suite 19 - 01A SUNTEC TOWER 1, 038987 Singapore) for Written English and Practical test, while the interview will take place digitally on Google meet platform
- 3. Should it prove impossible, for whatever reasons, to take the tests in person by January 2023, the eligible candidates will be informed in advance of either a possible postponement or an online examination.
- 4. Each candidate must have completed at least 2 doses of COVID Vaccination.

Passing the above-mentioned examinations does not automatically imply any obligation for ITA – Singapore office to recruit or sign the employment contract with the selected candidates, nor is to be intended as his/her automatic recruitment at the office of ITA in Singapore. For those candidates who pass the examination, the recruitment will be valid, executed and effective only after the signing of the formal employment contract.

Please note that the recruitment of the suitable candidate is subject to a “No-objection statement” to be issued by the Italian Government, upon receipt of a “No Criminal Record Certificate” issued by the Police Department of Singapore. Therefore, after receiving such certificate, the Embassy will conduct a background check aimed at verifying the possession of the listed requirements and the veracity of the declarations made. This procedure will take around 45 days.



For additional information about this position, please contact the Italian Trade Agency – Singapore Office: 7 Temasek Boulevard - Suite 19 - 01A SUNTEC TOWER 1, 038987 Singapore– Ms Ilaria Piccinni, Deputy Trade Commissioner, email: singapore@ice.it; Tel. 68203181 or visit our web site www.ice.it/en.

IMPORTANT NOTICE

This selection could be suspended and/or cancelled at any moment and for any reason by the Italian Trade Agency in Singapore at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

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Please note that, as a public-sector entity, ITA must uphold 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”). A copy of ITA Code of Conduct is available on the website at the following LINK: [Code of Conduct](#)

The selected candidate will also be required, upon signing the employment contract, to take note of and countersign the ITA Code of Discipline and Conduct for acceptance.

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion of country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion. Provided that every requirement is met as far as level of education, skills, technical qualifications and work experience are concerned, the selection process will be based on the ability to perform the job under the specified conditions of employment. All personnel will be given equal opportunity, based on performance and competence.

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Marco Pintus
Italian Trade Commissioner

Firmato digitalmente da: Marco Pintus
Organizzazione:
ICE-AGENZIA/12020391004
Data: 30/11/2022 09:08:53

SUBSTITUTIVE DECLARATION OF POSSESSION OF REQUIREMENTS

Name & Surname:	
Date & place of birth	
Position applied for:	Assistant Trade Analyst

Postal address:	
Telephone: E-mail:	

THE CANDIDATE DECLARES:

To be a Singapore permanent resident/Singapore citizen and in possession of a permanent I.D. card	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
To be physically resident in Singapore	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
To be in possession of a certificate of bachelor degree or post-graduate degree, or higher	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
Not to have been convicted of any criminal offence and not to have pending criminal charges	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No

The undersigned formally declares that the above information is true and correct and that he/she is aware of the criminal consequences, in accordance with local and Italian law, of any falsehood contained in the declarations.

The undersigned formally authorizes ITA to carry out a background check aimed at verifying the possession of the above-mentioned requirements and the veracity of the declarations made.

The undersigned further undertakes to produce the proper documentation certifying the above declarations prior to signing the employment contract should he/she be awarded the vacant position at the end of the selection process.

Date: _____



PERSONAL INFORMATION COLLECTION STATEMENT

This statement is to inform you of your rights under the Personal Data (Privacy) Ordinance

Purposes of Collection

1. Please note that it is mandatory for you to provide the personal information (“**Personal Data**”) requested in this form. If you fail to provide the required data, your application may not be accepted.
2. Personal Data provided in this form will be used by ITA-Singapore for one or more of the following purposes:
 - a. verification of identity and background checks for recruitment purposes;
 - b. complying with any laws, regulations or guidelines issued by regulatory or other authorities within or outside Singapore; and
 - c. any other purposes agreed by you.

Transfer of personal data:

3. Personal Data collected will be kept confidential but, subject to the provisions of any applicable law, may be disclosed or transferred to the following categories of persons or any one of them (whether within or outside Singapore) from time to time for the purposes set out above:
 - a. internal auditing bodies of ITA-HQ in Rome and/or ITA- Singapore;
 - b. legal advisers and other professional advisers engaged by ITA- Singapore;
 - c. persons to whom ITA- Singapore is under any obligations or requirements to disclose Personal Data by any laws, regulations or guidelines issued by regulatory or other authorities or law enforcement agency, or by any court or judicial body; and
 - d. persons to whom ITA- Singapore is required to disclose Personal Data by any policies and measures implemented by ITA- Singapore for prevention or detection of any unlawful activities or suspicious activities.

Access and Correction of Personal Data

4. Any individual to whom Personal Data belongs has the right to request access to and correction of his or her Personal Data provided in this form. Any such request should be made in writing to ITA-Singapore’s Personal Data Protection Officer at privacy@ice.it.