

TEMPORARY ASSIGNMENT

Export Promotion Specialist for the Italian Trade Agency Desk in Oman (Muscat)

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 an Export Promotion Specialist for the Italian Trade Agency Desk in Oman (the Expert) for the Omani Market (hereinafter the Target Market).

The assignment agreement shall be limited. Terms shall be twelve (12) months. Place of work shall be Italian Embassy in Muscat. Designation shall be Export Promotion Specialist for the Italian Trade Agency Desk in Oman.

2. Scope of work

The Expert shall support Dubai ITA Office in providing information, assistance and promotional services in favor of Italian companies interested in accessing the Omani market.

Upon termination of an induction period in Dubai (to be agreed upon between the parties) the Expert shall be assigned to work at the ITA Desk in Muscat.

The scope of work will be to promote and strengthen the penetration of Italian products and services as well as to provide information, support and advice to Italian companies interested in developing their business in the Target Market.

3. Duties and responsibilities

In more details, the activities of the Expert shall include, among others, the following:

- Scouting and market analysis of the existing opportunities for Italian companies in Oman;
- Creation of a database of potential business partners;
- Organization of bilateral meetings between Italian companies and Omani counterparts;
- Organization of trade delegation visits to Oman or to Italy;

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- Providing support to the ITA Dubai Office for the participation in local fairs and exhibitions;
- Organization of workshops and seminars with Italian and local experts;
- Administrative and contractual procedures related to the Desk activities;
- 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 Desk's officer will periodically report to the Dubai Office's management and to Italy's Embassy in Muscat.

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

Necessary

- Bachelor or Master's degree (Economics/Law/Management/International Relations/Other degrees relevant for the assignment);
- Fluency in Italian language (proficiency will be tested with an oral test)
- Fluency in English language (proficiency will be tested with an oral test)
- Good knowledge of Arabic language (proficiency will be tested with an oral test)

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

Recommended

- At least two year' experience in a similar role – in private or public sector;
- The Expert must own 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;
- Outstanding communication skills, multitasking attitude, work by objectives and results' orientation;
- Good knowledge of Microsoft office package and other computer skills related to social media and content management systems.

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 presented for the selection:

- Detailed CV duly signed in Italian or 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
- University or master's degree (copy)
- Available language certificates (copy)

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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 final ranking

Candidates with valid CVs/documentation and possessing the requirements will be invited for an interview at our office in Dubai or 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;
- B) Arabic conversation related to the job description, professional experiences, skills of the candidate, ITA activities and other economic matters;
- C) Italian conversation related to the job description, professional experiences, skills of the candidate, ITA activities and other economic matters (Italian will be tested if its knowledge be claimed);
- D) Practical test on the use of Microsoft office automation software packages.

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

Selected candidates for the interview must present/send a valid ID to be admitted.

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

7. Minimum Score and final ranking

The requirements set forth in point 4 will be evaluated on a scale of one to ten.

The test set forth in point 6 will be evaluated on a scale of one to ten. Candidates need to get a minimum score of 6/10 in each test (from A to D) to be admitted to the final ranking.

In case the outcome of the first interview is positively evaluated, the candidate will be summoned for a second interview aimed to go through the topics analyzed during the first interview and to deepen the knowledge of the candidate's attitude.

The second interview will be evaluated on a scale of one to ten.

Final ranking will be the average of the two interviews.

8. 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.

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The candidate may be required to travel internationally if necessary.

Curriculum vitae and required documents to be sent only to dubai@ice.it , kind attention of Gianpaolo Bruno and Marilena Procaccio. Please specify in the subject: **TEMPORARY ASSIGNMENT - Export Promotion Specialist for the Italian Trade Agency Desk in Oman (Muscat)**

Deadline for the submission: 10th March 2019 12.00pm Dubai local time.

Candidacies arrived later than the deadline date or without the required CV and documents listed in point 5 will not be considered.

IMPORTANT NOTICE

This selection could 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.

Dubai, February 12th 2019