



Doha Office

JOB ANNOUNCEMENT
N. 2 Assistant Trade Analysts
Fixed-term contracts at ITA DOHA

Introduction

The Italian Trade Agency (“ITA”; former “ICE”) is a Governmental entity which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Foreign Affairs (<https://www.ice.it/en/>)

It has its headquarter in Rome and operates worldwide through a large network of offices <https://www.ice.it/en/markets> in cooperation with Italian Embassies, Consulates and the whole diplomatic network.

ITA works closely with local authorities and business counterparts and provides a wide range of services (promotion, information, assistance, training) aimed at fostering the bilateral trade between Italy and the rest of the world and at helping Italian and foreign business counterparts to connect with each other, along with promoting Foreign Direct Investments to Italy.

Since 2013 ITA has its office in Qatar, registered as “Trade Promotion office of the Italian Embassy”.

On the occasion of the Italian official participation in the Expo Doha 2023 (<https://www.dohaexpo2023.gov.qa/en/green-tomorrow/expo-2023-doha-qatar/>), ITA Doha office (<https://www.ice.it/en/index.php/markets/qatar/doha>) through this job announcement is seeking **n. 2 Assistant Trade Analysts** to work on a **FTC (12 MONTHS)** at its office/premises, full time.

About the role

Under the supervision of the Trade Analysts of ITA Doha, the ideal candidates shall support the organization of the Italian official participation in the Expo Doha 2023 according to the following tasks:

- organization of promotional activities such as workshops, seminars, conferences, business meetings, cooking show, etc., etc.
- market analysis, data collection and processing, reports, and presentations
- production of media relations, update ITA website with news and information on regular basis

- social media communication and digital marketing
- assistance, consulting and information to companies and institutions taking part into the Italian official pavilion or involved in the promotional activities organized within the Italian pavilion
- support the ITA staff at the Italian pavilion during the Expo 2023 and activities related to the event
- administrative activities, budget supervision

The ideal candidates have excellent knowledge of social media (Instagram, LinkedIn, Twitter, Facebook), strong organizational, interpersonal and communication skills, good time management through planning skills, strong ability to work within a team as well as independently, result-oriented, resourceful, positive approach to problem-solving

Job location:

Al Jazeera Tower – Off. 1902
Conference Centre Street
Diplomatic Area, West Bay
Doha – Qatar

Hours of Work:

Sunday to Thursday office hours (currently 08:30 – 16:45, 15 minutes break included) – 40 hours/week – During the Expo the selected candidate will be required to work flexible hours.

Salary and duration:

Monthly salary: QAR 10.000,00

1 year FTC/12-month contract – from 1st of May 2023(*) to 30th of April 2024

**The exact starting date could be established only after receipt of the no-objection statement from the Italian Embassy in Doha*

Mandatory requirements at the time of application

- Master's degree in economics or business management, political science, foreign languages, finance/marketing or equivalent
- Eligibility to work in Qatar and Qatari tax residency
- Passport and Qatari ID valid per the duration of the contract. Italian citizens must also submit the declaration of residence (AIRE)
- Absence of any criminal sentences, as well as pending charges, both in Qatar and in the country of citizenship
- Proficiency in English and in Arabic language (written and spoken)

- Professional knowledge of computer systems and Windows Office tools (Excel, Word, Power Point, etc.) and any other software systems for general office tasks
- Immediate or short-term availability (**Attention!** The recruitment is subject to a no-objection statement from the Italian Embassy in Qatar. After final selection of candidates, the contract will be awarded and become effective only upon receiving such official statement. The procedure can take up to 45 days. It's understood that no employment relationship will be established with the Diplomatic and Consular Representations or the Italian Ministry of Foreign Affairs and International Cooperation)

Only candidates who meet all the above listed requirements will be considered.

Preferential requirements

- A. Good knowledge of Italian language
- B. Previous experience in a similar role, in private or public sector

Application process and mandatory documents

Interested candidates must submit the following documents **ONLY BY EMAIL** to expodoha2023@ice.it Attn. Director Paola Lisi specifying in the subject line **"ASSISTANT TRADE ANALYST POSITION AT OFFICE IN DOHA"**:

- A) Updated CV in English
- B) Copy of educational certificates in English
- C) Copy of current and valid passport
- D) Copy of valid Qatari ID
- E) Form 1 (attached): self and substitutive declaration regarding the possession of requirements duly filled in and signed which states:
 - Nationality
 - Valid Qatar tax residency at the time of application
 - Absence of any criminal sentences as well as pending charges both in Qatar and in the country of citizenship
 - Proficiency in English Language
 - Proficiency in Arabic Language
- F) Form 2 (attached): privacy policy
- G) Any other document useful to assess previous experiences in similar position or qualification

Deadline

The closing date and time for the application is **Sunday, February 5th, 2023, 1:00 p.m. Doha Time.**

Applications received after such deadline will not be accepted.

Only candidates who meet the above-listed requirements and that have submitted the requested documents by the above-indicated deadline will be considered for the selection process.

Candidates admitted to the selection process will receive an invitation via email by Thursday, February 16th, 2023. Tentative date for the selection is Sunday 19th, 2023.

Selection procedure

The selection will take place in person at the ITA Agency's Office and will consist of three tests and two interviews, one in English, one in Arabic:

Test n. 1 – Written paper in English: the candidates will be asked to write a summary in English, without the use of a dictionary, of an article in Arabic on topics such as agriculture, foreign trade, Italian trade. **Duration of the test:** 45 minutes – **Score and evaluation criteria:** up to 10 points, based on clarity of exposition, terminological precision, and reasoning skills. **Minimum score to pass the test n. 1:** 6 out of 10

Test n. 2 – Written paper in Arabic: the candidates will be asked to write a summary in Arabic, without the use of a dictionary, of an article in English on topics such as agriculture, foreign trade, Italian trade. **Duration of the test:** 45 minutes – **Score and evaluation criteria:** up to 10 points, based on clarity of exposition, terminological precision, and reasoning skills. **Minimum score to pass the test n. 2:** 6 out of 10

Test n. 3 - Computer test: the candidates will be asked to process a text and/or a spreadsheet and/or a presentation using Windows Office package. **Duration of the test:** 30 minutes – **Score:** up to 10 points. **Minimum score to pass the test n. 3:** 6 out of 10

Candidates will be excluded from the interviews in case of failure (less than minimum score required) in any of the 3 above-indicated tests.

Interview in English: it will be conducted by the Examination Board at ITA's premises, and it will be related to the job description, professional experiences, skills of the candidate, ITA activities and trade economic matters.

Duration of the interview: 20 minutes – **Score and evaluation criteria:** up to 10 points, fluency on spoken English, knowledge, and competence on the topics of the job description

Minimum score to pass the interview in English: 6 points out of 10.

Candidates will be excluded from the interview in Arabic in case of failure (less than minimum score required) in the interview in English.

Interview in Arabic: it will be conducted by the Examination Board at ITA's premises, and it will be related to the job description, professional experiences, skills of the candidate, ITA activities and trade economic matters.

Duration of the interview: 20 minutes – **Score and evaluation criteria:** up to 10 points, fluency on spoken Arabic, knowledge, and competence on the topics of the job description.

Minimum score to pass the interview in Arabic: 6 points out of 10.

Evaluation of the preferential requirements

A. **Speaking test in Italian:** the interview will be conducted by the Examination Board at ITA's premises, and it will be related to the job description, professional experiences, skills of the candidate, ITA activities and trade economic matters.

Duration of the interview: 15 minutes – **Score and evaluation criteria:** up to 5 points, conceptual coherence in answering the question, spelling and grammatical correctness, effectiveness, and elegance of communication

B. **Previous experience in a similar role, in private or public sector.**
Maximum score: 5 points

The final ranking will be based on the total assessment score achieved during the selection process and will be published on ITA website.

The positions will be offered to the first 2 eligible candidates with the highest score. In case the selected candidate/s intends to withdraw or lacks any of the eligibility's requirements, the position will be offered to the next ranked eligible applicant/s.

The selected candidates will be required to provide original copies of the mandatory documents and of those mentioned in the self-declaration.

Important notices

The selection could be suspended and/or canceled at any moment and for any reason of public interest by the Italian Trade Agency in Doha at its sole discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

As an entity that forms part of the Italian public sector, ITA must apply the principles of loyalty, fairness, and transparency in any transaction it may enter and, in any dealing, with its partners, customers and suppliers. A copy of ITA Code of Conduct is available at the following link:

https://ww2.gazzettaamministrativa.it/opencms/opencms/_gazzetta_amministrativa/amministrazione_trasparente/agenzie_enti_stato/agenzia_ICE/010_dis_gen/020_att_gen/2014/Documenti_1389874530679/

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

Paola Lisi
Director ITA DOHA

Attachments:

- Form n. 1
- Form n. 2