



JOB ANNOUNCEMENT

SECRETARY Position at (ICE) ITA Office in Dubai

The Italian Trade Commission ("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 1988 ITA has had its office in the U.A.E. which is registered as "Trade Promotion office of the Italian Embassy".

About the role: SECRETARY

ITA Dubai office <https://www.ice.it/en/markets/united-arab-emirates/dubai> through this job announcement is seeking for **n.1 Secretary to work at its office/premises. This is a fulltime, in -office position.**

Job description and key responsibilities:

1. Perform general secretarial duties for the management and the team (receiving phone calls, drafting letters and notes, managing agenda and organizing meetings) with a peculiar focus on digital tools;
2. Sort, record and forward regular and electronic mail;
3. Archive and file office documents;
4. Assist management and the team with necessary arrangements related to meetings or events, organization of travel plans and arrangements;
5. Support the preparation of purchase contracts and other administrative documents;
6. Support the preparation of documents, memos and reports requested by management;
7. Support colleagues on tasks related to the accounting administration.
8. Managing the e-calendar of the office's director.

ICE – Italian Trade Commission
Trade Promotion Section of the Italian Embassy
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www.ice.it

Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015

Member of CISQ Federation



Please note that the ITA Office does not provide support for visa applications. Only candidates who already hold a valid visa for the UAE are eligible to apply.

Mandatory requirements at the time of application:

- a. High School Diploma;
- b. **Valid Residency Visa for the past 6 months** (if not Emirati citizen) at the time of application;
- c. Fiscal/tax residency in the UAE;
- d. Eligibility to work in the UAE with valid passport and Emirates ID;
- e. Absence of any criminal sentences as well as pending charges both in the UAE and the country of citizenship;
- f. Proficiency in English language (spoken and written);
- g. Proficiency in Italian language (spoken and written);
- h. Professional knowledge of computer systems and Windows Office tools (Excel, Word, PowerPoint, etc.) and any other software systems for general office tasks and knowledge of major AI prompt - based consumer LLM (chat GPT, Gemini etc.) for professional productivity purposes.
Familiarity with the google suite of apps (Gmail, calendar, drive) as intermediate to advanced user skills;

Preferential requirements

- a) Good Knowledge of Arabic Language;
- b) Previous experience in a similar role, in private or public sector.

Application process and mandatory documents:

Interested candidates mandatory must submit the following documents **ONLY BY EMAIL** to dubai@ice.it Attn. Director Valerio Soldani specifying in the subject line“

SECRETARY POSITION AT ITA OFFICE IN DUBAI

- a) Updated CV in English;
- b) Copy of educational certificates;
- c) Copy of current and valid passport;
- d) Copy of valid UAE visa and Emirates ID;
- e) Form 1 (attached) - Self and substitutive declaration regarding the possession of requirements duly filled in and signed which states:
 - Nationality;
 - Valid UAE residency at the time of application;
 - Absence of any criminal sentences as well as pending charges both in the UAE and in the country of citizenship (issued by the competent authorities)

- f) Form 2 (attached): Privacy Policy;

Candidates lacking even one of the above listed requirements and documents will not be considered.

Personal Skills (profile) :

- a. Ability to manage multiple tasks at once;
- b. Enthusiasm and proactive approach;
- c. Ability to integrate in a multicultural environment;
- d. Result-oriented, resourceful, positive approach to problem-solving, strict confidentiality focus.

Deadline:

The closing date and time for the applications is **Friday 24th of October 2025 at 5:00 pm Dubai time (GST -Gulf Standard Time).**

Applications arriving after such deadline will not be accepted.

Only candidates who meet the above-listed requirements and submit the above-mentioned documents will be selected for the selection procedure. Candidates admitted to the selection procedure will receive an invitation via email.

Selection procedure:

The selection will take place in person at the ITA Agency's Office (Dubai Internet City - Arenco Tower - Office 506 & 508 - Dubai UAE) or another location that will be communicated 15 days prior to the scheduled date of the tests.

First Phase (up to 30 points)

The first phase of the selection process will consist of **3 tests**:

1. Written paper in English (up to 10 points)

The candidate will be asked to elaborate a document related to the activities managed by the ITA Dubai Office.

Duration: 45 minutes

Score and evaluation criteria:

Up to **10 points**, based on the following criteria:

- a) Clarity of exposition, terminological precision, and reasoning skills

Minimum score to pass the test n.1: 6 out of 10

2. Written paper in Italian (up to 10 points)

The candidate will be asked to elaborate a document on topics related to the activities managed by the ITA Dubai Office.

Duration: 45 minutes

Score and evaluation criteria:

Up to 10 points, based on the following criteria:

- a) Clarity of exposition, terminological precision, and reasoning skills

Minimum score to pass the test n.2: 6 out of 10

3 . Computer test: (up to 10 points)

to assess general knowledge of computer skills (Word, Excel, PowerPoint) Google Work space suite (Drive, calendar sheets, slides, docs etc...)

Duration: 60 minutes

Minimum score to pass the test n.3: 6 out of 10

The date of the tests will be communicated 15 days prior to the scheduled date of the tests.

Candidates will be excluded from the second phase of selection process if they fail to achieve the minimum required score in both of the above-mentioned tests.

Second phase (up to 60 points)

4. Interview in English : (up to 30 points)

The interview will be conducted by the Examination Board at ITA's premises and it will be related to the job description, ITA activities, professional experiences, skills of the candidate. During the interview, candidates will also be asked to perform a translation from English to Italian without the use of a dictionary.

Score and evaluation criteria:

- a) Knowledge and competence on the topics of the job description and key responsibilities
- b) Fluency in spoken English and Italian for the translation purpose.
- c) Knowledge and competence about ITA activities.
- d) Reasoning and problem solving skills on simulated activities scenarios.

Minimum score to pass the test n. 4: 18 out of 30

5. Interview in Italian: (up to 30 points)

The interview will be conducted by the Examination Board at ITA's premises and it will be related to the job description, ITA activities, professional experiences, skills of the candidate.

During the interview, candidates will also be asked to perform a translation from Italian to English without the use of a dictionary.

Scores and evaluation criteria:

- a) Knowledge and competence on the topics of the job description and key responsibilities
- b) Fluency in spoken Italian
- c) Knowledge and competence about ITA activities.
- d) Reasoning and problem solving skills on simulated activities scenarios.

Minimum score to pass the test n. 5: 18 out of 30

Evaluation of the preferential requirements
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a) Speaking Test in Arabic:

The interview will be conducted by the Examination Board at ITA's premises and it will be related to the job description, ITA activities professional experiences, skills of the candidate. Al

The maximum score is: 5 points

According to the following criteria:

- 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

The maximum score will be: 5

Candidates who pass the first phase of the selection process will be informed of the date of the second phase at least 15 days prior to the scheduled date of the tests.

Final Ranking:

The final ranking will be based on the total assessment score obtained in the above tests, provided that the minimum score has been achieved in each phase of the selection process.

The final ranking will be published on the ITA website.

The position will be offered to the eligible **candidate with the highest score** unless one of all of them intend to withdraw, resign, or in case of their lack of any of the eligibility's requirements. In this case, the position will be offered to the next ranked eligible applicant, according to the final ranking list that will remain valid for **24** months from the date of publishing on ITA website.

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

Work Location:

ITA Dubai Office

Dubai Internet City - Dubai, UAE

Sheikh Zayed Road - Exit 22- Arenco Tower - Office 506 & 508

Working time:

Monday to Friday – office hours: from 9am to 6pm (1 hour break included)

Salary and duration:

Monthly salary: Euro 3.318,90 + Annual flight ticket to country of citizenship

In office full-time position and duration according to Emirati Labor law.

Health insurance coverage will be offered.

Important notice

This selection could be suspended and/or canceled at any moment and for any reason or no reason by the Italian Trade Agency in Dubai at its sole discretion, without creating by obligation and/or expectation or reliance on the part of eligible candidates.

Please note that 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 into and in any dealing, with its partners, customers and suppliers ("Code of Conduct"). A copy of ITA Code of Conduct is available at www.ice.it, "Chi siamo" - "Amministrazione Trasparente" (Transparent Administration) – "Disposizioni generali" (General provisions) – "Atti generali" (Acts of general application)-"Code of conduct".

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.

The recruitment is subject to a no-objection statement from the Italian Embassy in the UAE. After final selection of candidates, the contract will be awarded and become effective only upon receiving such official statement, that will take approximately/maximum 45 days.

Valerio Soldani
ITA Dubai Director



Firmato da Valerio
Soldani
Data: 10/10/2025
12:44:51 CEST