



JOB OPPORTUNITIES: TWO TRADE ANALYSTS AT THE ITALIAN TRADE AGENCY IN GIACARTA - PERMANENT CONTRACT (FOR INDONESIAN CITIZENS OR FOREIGNERS WITH A WORK PERMIT VALID SINCE 2 YEARS)

(<https://www.ice.it/en/>) - 10210 BRI II, 29TH FLOOR, SUITE 2903 JL .. JEND. SUDIRMAN KAV. 44-46

GROSS ANNUAL REMUNERATION: Euro 15,285.34

Working hours: 8: 30/9: 00-5: 30/6: 00 (flexible)

Interested candidates must send their CV (in European format) and a motivational letter by e-mail to: giacarta@ice.it by 18 December 2020, together with a copy of the identity card and a self-declaration certifying the absence of criminal convictions and pending charges. Further information can be requested at the aforementioned email address.

ESSENTIAL REQUIREMENTS:

- Bachelor's degree, preferably in Economics / Management / Marketing / International Relations, or other degrees relevant to the position
- Excellent knowledge of computer systems and Windows Office tools
- A command of the English language is essential
- A command of the Italian language will be an added benefit

ADDITIONAL EVALUATION

Qualifications	Italian language	Experience
Masterful Degree (S2) in Economics, Marketing, International Trade: 2 points	Doctorate (PHD) : 3 points	Italian Language: 2 points (max)
		Minimum 2 years work experiences in a role similar to that of the agency's business analyst: 2 point

FINAL SCORE

The final score is given by the arithmetic sum of the individual scores obtained from the CV's evaluation and interview, additional evaluation (such as PhD, Master etc) and multiple choice test.

WORK DESCRIPTION AND TASKS:

ECONOMICS AND MARKETING

- draw up economic and marketing research and surveys
- suggest promotional proposals
- analyze statistical data
- introduce local potential importers or ideal partners to the Italian companies
- organize inbound and outbound trade missions and trade shows
- set up business meetings' agendas
- provide information and commercial assistance to Italian companies

- interact with trade associations and local businesses community
- research and provide information on customs duties
- build up lists of importers, distributors etc.

ADMINISTRATIVE AND ACCOUNTING

(the appointed candidate may be entitled to attend online training courses or mentoring sessions)

PROCEDURES FOR SELECTING SUITABLE CVS THAT MEET THE REQUIREMENTS

First stage:

- Interview and Evaluation of the CV, previous work experience and language skills (rating scale 1-10) *

Second phase (written test):

- Multiple choice test (maximum 40 questions) in the fields of economics, geopolitical, business administration.

Final evaluation:

The sum of the points of: the qualification's score, the first phase and the second phase will determine the final ranking.

IMPORTANT NOTICE

The selection may be suspended and / or canceled at any time and for any reason by ITA Jakarta in its total discretion without generating any moral or legal obligation towards applicants, including those who fully meet the job requirements.

The recruitment will be subject to the authorization issued by the Italian Ambassador in Jakarta.

Please note that:

- The employment contract will be in accordance with Indonesian law.
- The Embassy of Italy in Jakarta and the Ministry of Foreign and International Affairs Cooperation will not be responsible for any claim or claim arising from a possible dispute between ITA Jakarta and the employee.
- No employment relationship can be established between employees hired by Italian Trade

Agency Office (ITA) in Jakarta and Italian Embassy in Jakarta or Ministry of Foreign Affairs and International Cooperation.

- * RATING SCALE

10 exceptional
 09 excellent
 08 very good
 07 good
 06 media plus
 05 media
 04 below average
 03 low
 02 very poor
 01 not suitable