



ITALIAN TRADE AGENCY

Dubai Office

JOB ANNOUNCEMENT

N. 1 POSITION for JUNIOR TRADE ANALYST at (ICE) ITA Office in Dubai

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 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: JUNIOR TRADE ANALYST

ITA Dubai office <https://www.ice.it/en/markets/united-arab-emirates/dubai> through this job announcement is seeking for **n.1 Junior Trade Analyst to work at its office/premises, full time, ideally starting from July/August 2024.**

Job description and key responsibilities:

- a) Market/sector analysis to identify new trade opportunities for Italian SMEs, and strategies and operational plans for their approach to UAE market;
- b) Organization of promotional events such as fairs, exhibitions, workshops and seminars B2B, B2G, B2C;
- c) Provision of the services listed in the “ITA catalogue of services” <https://www.ice.it/it/servizi> to Italian SMEs and proactive attitude to craft service proposals to Italian companies;
- d) Assistance to Italian and UAE companies interested in importing/exporting;
- e) Identification and selection of trade delegations to/from Italy, as well as to/from UAE, including provision of logistic assistance;
- f) Utilization of all dedicated ITA software for tracking and following the services and the initiatives (i.e. GED Electronic Protocol, CRM Customer Relation, Managing ServiceWeb for invoicing, and similar);
- g) Management and monitoring of achieved targets;

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

Member of CISQ Federation



- h) Management of administrative procedures as per Italian “Codice degli Appalti” (i.e. for acquisition of goods and services according to latest provisions and procedures for Italian Governmental expenses, also with regard to the respect of “transparency and anti-corruption Codes” of ITA and Italian Anti corruption and Transparency Authority, as published on their websites);
- i) Assistance pertaining to general office clerical activities and other related ad-hoc duties to support the team and top management as required.

Mandatory requirements at the time of application:

- a) University degree or master’s degree in economics or business management, International Relations, finance/marketing or equivalent;
- b) Valid Residency Visa for the past 2 years (if not Emirati citizen);
- 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 in the country of citizenship.
- f) Proficiency in English language (written and spoken);
- g) Professional knowledge of computer systems and Windows Office tools (Excel, Word, PowerPoint, etc.) and any other software systems for general office tasks.

Preferential requirements:

- a) Good Knowledge of Italian Language;
- b) Good Knowledge of Arabic Language;
- c) Previous experience in a similar role, in private or public sector, involving international trade /commercial relations.

Application process and mandatory documents:

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

APPLICATION - JUNIOR TRADE ANALYST POSITION AT OFFICE IN DUBAI

- a) 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;
- g) any other document useful to assess previous experiences in similar position or qualifications.

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

Personal skills (profile) :

- a) Strong organizational skills;
- b) Flexibility to work with different teams and ability to work within a team as well as independently;
- c) Experience working within an international group would be beneficial;
- d) Good knowledge of business development strategies especially in cross-national trade and export;
- e) Skills and competencies in statistics, marketing;
- f) Work experience in a similar role - in private or public sector, involving international trade/commercial relations;
- g) Result-oriented, resourceful, positive approach to problem-solving;
- h) Immediate or short-term availability, starting from July/August 2024

Deadline

The closing date and time for the applications **May 2nd, 2024 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 via email an invitation to attend the selection procedure.**

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)**.

First Phase (up to 30 points)

The first phase of the selection process will consist of **2 tests**:

1. Written paper in English (up to 20 points)

The candidate will be asked to develop a short essay on topics related to the position.

Duration: 60 minutes

Tentative date: **May 15th, 2024**

Score and evaluation criteria:

Up to 20 points, based on the following criteria:

- a) Knowledge and competence on the topics of the examination (up to 10)*
- b) Clarity of exposition, terminological precision, and reasoning skills (up to 10)*

*Minimum score to pass the test n. 1: **12 out of 20***

2. Computer test: (up to 10 points)

to assess general knowledge of computer skills (Word, Excel and PowerPoint)

Duration: 90 minutes

Tentative date: May 15th, 2024

Score: from 1 to 10*

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

Candidates will be excluded from the second phase of selection in case of failure (less than minimum score required) in any of the 2 tests above indicated.

Second phase (up to 30 points)

3. Interview in English: 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, with the aim to assess the candidate's skills matching the role.

Duration: 30 minutes

Tentative date: May 21st, 2024

Scores from 1 to 10* upon each of the following evaluation criteria:

- a) Knowledge and competence on the topics of the job description and key responsibilities (up to 10)*
- b) Fluency in spoken English (up to 10)*
- c) Knowledge and competence about ITA activities and trade exchange matters. (up to 10)*.

Minimum score to pass the test n. 3: 18 out of 30

Evaluation of the preferential requirements

The evaluation will be performed with the candidates presenting the preferential (not mandatory) skills

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, professional experiences, skills of the candidate, ITA activities and trade economic matters.

Duration: 15 Minutes

Tentative Date: May 21st, 2024

The maximum score is: 8 points

According to the following criteria:

- *Conceptual coherence in answering the question (up to 3 points)*
- *Spelling and grammatical correctness (up to 3 points)*
- *Effectiveness and elegance of communication (up to 2 point)*

b) 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: 15 Minutes

Tentative Date: May 21st, 2024

*The maximum score is: **5 points***

According to the following criteria:

- *Conceptual coherence in answering the question (up to 2 points)*
- *Spelling and grammatical correctness (up to 2 points)*
- *Effectiveness and elegance of communication (up to 1 point)*

c) Previous experience in a similar role - in private or public sector

*The maximum score will be: **5***

Final Ranking:

The final ranking will be based on the total assessment score achieved on the above tests.

The list 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/s will be offered to the next ranked eligible applicant/s, according to the final ranking list that will remain valid for 18 months from the date of publishing on ITA website.

The successful candidate/s 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 or Nakheel Metro Station, 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 3.000,00 (three thousand) + one annual flight ticket, amount value to the home country of citizenship.**

Full-time position and duration according to Emirati Labor law.
Health insurance coverage will be provided.

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.

The Examination Board will be composed by members of ITA Dubai office and The Italian Diplomatic Mission to the UAE.

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 45 days.

Valerio Soldani
ITA Dubai Director

¹ On a 1-10 scale:

- 10 – exceptional, professional level
- 09 – excellent, no distractions
- 08 – very good, only a few minor problems
- 07 – very good, with more minor or a few major problems
- 06 – good, noticeable problems but not distracting
- 05 – average
- 04 – below average, a few distracting problems
- 03 – below average, with more than a few distracting problems
- 02 – poor
- 01 – very poor