



ITALIAN TRADE AGENCY

Dubai Office,

## JOB ANNOUNCEMENT

### Trade Analyst position 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: Trade Analyst**

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

### **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;
- 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) Assistance pertaining to general office clerical activities;

---

ICE – Italian Trade Commission  
Trade Promotion Section of the Italian Embassy  
Dubai Internet City - Arenco Tower - Office 506 & 508  
PO Box 500088, Dubai, UAE  
T +971 4 4345280  
E-mail: [dubai@ice.it](mailto:dubai@ice.it)  
[www.ice.it](http://www.ice.it)

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



- g) 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);
- h) Management and monitoring of revenue and results achieved.
- i) Management of administrative procedures of Italian “Codice degli Appalti” (for public expenses on Italian Governmental promotional budget, according to the Italian administrative rules and regulations, in particular relating to “transparency and anti-corruption Codes” and ANAC publicity duties);
- j) Perform other related ad-hoc duties to support the team and top management as required.

**Mandatory requirements at the time of application:**

- a) Bachelors’ or master’s degree preferably in Economics/Management/ Finance/Marketing or other equivalent degrees;
- b) Valid Residency Visa for the **past 2 years** (if not Emirati citizen);
- c) 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) A minimum of **TWO years’** experience in a similar role – in private or public sector;
- g) Good knowledge of Arabic language (written and spoken);
- h) Good knowledge of English language (written and spoken);
- i) Knowledge of Italian language (written and spoken);
- j) Professional knowledge of computer systems and Windows Office tools (Excel, Word, PowerPoint, etc.) and any other software systems for general office tasks.

**Application process and documents:**

Interested candidates must:

1. **Submit the following documents ONLY BY EMAIL** to [dubai@ice.it](mailto:dubai@ice.it) Attn. Director Amedeo Scarpa specifying in the subject line “**TRADE ANALYST POSITION AT OFFICE IN DUBAI**”
  - a) Updated CV in English;
  - b) Copy of educational certificates (Bachelors’ or master’s degree preferably in Economics/ Management/ Finance/Marketing or other equivalent degrees);
  - c) Copy of current and valid passport;
  - d) Copy of valid UAE visa and Emirates ID;
  - e) Self and substitutive declaration of 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 1: Self and substitutive declaration;

- g) Form 2: Privacy Policy;
- h) 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:**

- 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 internationalization activities;
- e) Skills and competencies in statistics, marketing;
- f) Work experience in a similar role – preferably in similar public sector or TPO – Trade Promotion Organization;
- g) Result-oriented, resourceful, positive approach to problem-solving;
- h) Immediate or short-term availability

**Deadline**

**The closing date and time for the applications is Monday, October 24<sup>th</sup>, 2022 1:00 pm Dubai time (GST -Gulf Standard Time).**

**No application arriving beyond the deadline can 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 selection procedure will receive an invitation via email by Friday November 4<sup>th</sup>, 2022 (TBC).**

**Selection procedure:**

- the selection will take place in person at the ITA Agency's Office (Dubai Internet City - Aresco Tower - Office 506 & 508 - Dubai UAE).
- the selection procedure will be carried out according to the Office anti-covid Protocol.

**First Phase (up to 50 points)**

The first phase of the selection process will consist of **4 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:** 30 minutes

**Tentative date:** November 8<sup>th</sup>, 2022

**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. Written paper in Arabic: (up to 10 points)**

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

**Duration:** 30 minutes

**Tentative date:** November 8<sup>th</sup>, 2022

**Score and evaluation criteria:**

Up to 10 points, based on the following criteria:

- a) Knowledge and competence on the topics of the examination (up to 5)\*
- b) Clarity of exposition, terminological precision, and reasoning skill (up to 5)\*

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

**3. Written paper in Italian: (up to 10 points)**

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

**Duration:** 30 minutes

**Tentative date:** November 8<sup>th</sup>, 2022

**Score and evaluation criteria:**

Up to 10 points, based on the following criteria:

- c) Knowledge and competence on the topics of the examination (up to 5)\*
- d) Clarity of exposition, terminological precision, and reasoning skill (up to 5)\*

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

**4. Computer test: (up to 10 points)**

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

**Duration:** 30 minutes

**Tentative date:** November 9<sup>th</sup>, 2022

**Score: from 1 to 10\***

**Minimum score to pass the test n.4: 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 4 tests above indicated.**

**Second phase: (up to 30 points)**

**5. Interview in English, Arabic and 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: 30 minutes**

**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)\*
- d) Fluency on spoken English, Arabic and Italian (up to 10)\*
- e) Knowledge and competence about ITA activities and trade exchange matters. (up to 10)\*.

**The test will be considered accomplished with a minimum score of 18 out of 30.**

**Final Ranking:**

**The final ranking will be based on the total assessment score of the two selection's phases.**

The list will be published on the ITA website.

The position will be offered to the eligible candidate with the **highest score** unless he/she intends to withdraw, resign, or ITA finds later that he/she lacks the eligibility requirements: in such a case, the position will be offered to the next ranked eligible applicant, according to a list that will remain valid for 6 months.

*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 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 2,600.00 (two thousand six hundred) + Annual flight ticket.

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,



ITALIAN TRADE AGENCY

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](http://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.

Dubai, October 4<sup>th</sup>, 2022

**Amedeo Scarpa**  
**ITA Dubai Director**

---

---

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

---