



Sydney Office
Level 19, 44 Market Street
Sydney NSW 2000

NOTICE OF RECRUITMENT

The Italian Trade Agency is the Italian Government entity that promotes the internationalization of Italian companies abroad. ITA also acts as IPO for the attraction of foreign investments to Italy. In addition to its headquarters in Rome, ITA operates worldwide through a large network of offices linked to Italian Embassies and Consulates, working closely with local authorities and businesses. For more information: www.ice.it.

Job description

- Trade Analyst, with emphasis on Consumer Goods
- Permanent – Full time, subject a positive probation period of three months
- Base salary approx. \$ 61,000 – \$ 66,000 + Superannuation.

Main duties include:

- Conducting market analysis and working on statistical data
- Assisting Italian companies interested in trading their products to Australia and New Zealand
- Planning & organizing business delegations and promotional events in Australia, New Zealand, Italy
- Managing budget related to promotional activities and conducting negotiations with suppliers
- Availability to travel in Australia and overseas when required

Qualifications and Minimum Requirements

- 1- Australian citizenship or valid Permanent Residency - ITA does not sponsor working visas
- 2- Bachelor/University Degree, preferably in (but not limited to) Economic fields
- 3- Proficiency level in English and good knowledge of the Italian language, oral and written
- 4- Strong computer skills (Microsoft applications) and ability to work on the main statistics database
- 5- A minimum level of experience related to the job description

Required personal assets: communication skills, work ethic with attention to detail, proactive result-oriented approach, project management, multitasking, ability to work as part of a team to achieve performance targets.

Preferential Requirements

- 1- Previous experience in a similar role with Italian entities and/or Italian companies based in Australia
- 2- Previous experience with Industry Associations in Australia
- 3- Proficiency level in Italian language, oral and written

Instructions for candidature submission

Candidates who meet the qualifications and minimum requirements and who are interested in being considered for the selection process must submit to sydney@ice.it - attn. Paola De Faveri, the following:

- Cover letter + CV
- Copy of a valid ID
- Certificate of fiscal residency/declaration of citizenship
- Copy of University Degree
- Declaration of absence of criminal convictions/pending proceedings in Australia.

The deadline to submit your application is: 28/02/2022 by 5pm (EST).

Please note that candidates lacking listed qualifications and minimum requirements will not be contacted.

Selection Procedure

Candidates meeting the minimum requirements will be admitted to the selection and will have to undertake:

1. Written tests on communication skills in Italian and English - these tests will also assess skills in Microsoft Word and PowerPoint.
2. Marketing test (multiple choice) - this test will assess knowledge of trade dynamics and main economic indicators.
3. Written test on the ability to elaborate statistical data - this test will assess skills in Microsoft Excel
4. Final oral interview (in Italian and English language).

The above tests will be evaluated on a scale of 1 to 4 each (4 = highest score / 1 = lowest score):

4 – excellent

3 - good

2 – average

1 – poor

Please note that only candidates who achieve a minimum score of 3 points in each written test will be admitted to the oral interview.

Additional points will be assigned to the preferential requirements, as follows: 2 points for requirement n. 1 and n. 2; 1 point for requirement n. 2.

All tests will be conducted at the Italian Trade Agency-Sydney Office between 7-18 March; the exact date and time to be confirmed by e-mail to the admitted candidates.

Please note the following:

As a condition of recruitment, it will be a responsibility of the candidate to provide the “National Police Certificate”, stating the absence of criminal convictions or pending proceedings in Australia.

The recruitment is subject to a no-objection statement (“nulla-osta di sicurezza”) issued by the Italian Authorities through the Embassy of Italy in Canberra.

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, colour, race, religion or country of origin: all candidates will be given equal opportunity, based on qualifications and competencies. Furthermore, 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. ITA “Code of Conduct” is available at www.ice.it “*Amministrazione Trasparente*”– “*Disposizioni generali*”– “*Atti generali*”.

Paola De Faveri
Italian Trade Commissioner

