

Ufficio di Bruxelles – Bureau de Bruxelles – Kantoor Brussel

**NOTICE OF RECRUITMENT  
TEMPORARY POSITION**

**JUNIOR ANALYST - EU-EIB TENDER DESK  
ITALIAN TRADE AGENCY – BRUSSELS OFFICE**

**The Italian Trade Agency**

The Italian Trade Agency (ITA) is a governmental entity with diplomatic status which promotes the internationalization of the Italian companies, in line with the strategies of the Italian Ministry of Foreign Affairs and International Cooperation.

Along with its Headquarters in Rome and its Office in Milan, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian Embassies and Consulates. ITA works closely with local authorities and businesses, providing information, support and advice to Italian and foreign companies and also supports Italian businesses by facilitating their access to International financial institutions (IFI's) and the European Union's funding programmes.

Under the supervision of the Director of the ITA office in Brussels the jobholder will set-up and manage the EU-EIB Tender Desk (hereinafter "Tender Desk") at the ITA Office in Brussels. The main goal of the Desk is to help Italian companies seize opportunities for growth and development at an European and international level, by assisting them in: identifying suitable EU funding and tender opportunities, drafting and reviewing proposals and applying for EU funding. Furthermore, the Tender Desk will bridge the current information gap by making available user-friendly information and knowledge on the decision-making processes of the EU and the European Investment Bank (EIB) and to establish a direct line between the Italian SMEs and trade associations and these institutions.

**Job description**

The Italian Trade Agency Office in Brussels is seeking a motivated Junior Analyst with a University Degree for a **six-months contract**. She/he will support the Brussels Office activities by establishing and running the above-mentioned Tender Desk.

To this purpose the jobholder will provide support, personalised technical assistance and information and promote training activities in favor of Italian SMEs and trade associations. The job holder will also perform administrative and back office tasks, as well as communication and reporting activities.

The successful candidate may be required to travel in Belgium and abroad. She/he should be enterprise-oriented and have a client-minded attitude with commercial awareness and strong



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client-oriented skills. The ideal candidate should be a person with analytical skills, used to scouring databases, the internet and other sources to identify business opportunities.

## **Duties**

The candidate will support ITA in order to facilitate the entire process of engaging Italian and European policy-makers and stakeholders, building confidence and trust.

## **Primary responsibilities**

- Set-up the Tender Desk at the ITA office in Brussels;
- Monitor EU funding and tender opportunities for SMEs, principally those related to the EU's international partnership and development policy;
- Support SMEs by identifying suitable EU funding and tender opportunities, ensuring that they meet the criteria to apply, drafting and reviewing proposals, helping them in the application process;
- Liaise with the relevant EU institutions, in particular the European Commission, and with the EIB, as well as with relevant players such as investors and potential business partners, on behalf and to the benefit of Italian enterprises and/or associations;
- Promote European Commission's and EIB's relevant programmes and investment strategies to the interested Italian actors (ITA, public administrations, SMEs, trade associations, chambers of commerce) through regular meetings and briefings; support the organisation of events, meetings and missions of Italian companies and/or associations;
- Draft reports, presentations, notes. Submit periodic reports highlighting potential opportunities aimed at Italian SMEs or associations, draft articles for ITA's newsletters and disseminate EU and EIB funding and tender opportunities through the existing ITA communication channels (including social media).

## **Work location**

### **ITA BRUXELLES**

Place de la Liberté 12  
1000, Brussels, Belgium

## **Minimum Requirements**

- University Degree in Economics, Political Science, Law or related subjects.
- Proficiency in Italian and English.
- Remarkable computer skills.
- Tax residence in Belgium.

Incomplete applications, lacking one or more of the above listed "Minimum Requirements" will not be considered.

## **Preferential Requirements**

Preference will be given to candidates possessing one or more of the following additional skills and qualifications:

- Master's Degree or PhD in Economics, Political science, EU Affairs, Law or related subjects.
- One year or more of work experience in EU policy and funding programmes.
- Sound knowledge of EU policies and programmes of relevance to SMEs.
- Previous experience in supporting businesses in the identification of suitable EU funding and tender opportunities and in the application procedure (one or more qualified references from prior employers will be also taken into account).
- Good organizational and project management skills.
- Strong interpersonal and communication skills, both written and verbal. Ability to produce reports, briefings and memos on a short notice both in Italian and English.
- Working experience in different cultures, proactive attitude and team spirit.
- Ability to take charge of a project and run with it to completion with minimal supervision.
- Ability to identify issues and problems and solve them directly.
- Ability to prioritize projects, manage time efficiently, work in a fast-paced entrepreneurial environment.
- Multimedia Skills: knowledge of graphic applications and tools (such as Photoshop, Canvas and similar); knowledge of communication platforms (such as Google Meet, Zoom, Webex) etc.
- Fluent French.

## **Contract term and Salary**

The selected candidate will be offered a fixed-term contract for six months.

There will be no tacit renewal and no automatic recruitment after the six-months expiry.

Only If additional funds are made available for this project, an extension in the duration may be considered.

**The gross monthly salary is fixed at around 2.750,00 euro.**

## **How to apply**

Candidates who meet the above-listed requirements are invited to apply by sending an email to: [bruxelles@ice.it](mailto:bruxelles@ice.it), attn. Mr Luigi Ferrelli, indicating in the object "**JUNIOR ANALYST - TENDER DESK - ITA OFFICE IN BRUSSELS SELECTION**", with the following documents attached :

1. Attached form, duly filled and signed.
2. Motivation letter.
3. A detailed CV.
4. Any other useful information about work experience, skills, qualifications relevant to the position.
5. Copy of an ID issued by Belgian authorities.

The deadline to submit the application is **31/01/2022 at 12:00**.

Please, note that **only** the candidates who meet the above-listed requirements will be contacted and invited to continue in the selection process.



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### **Selection procedure**

After the evaluation of the applications received and the related documentation, selected candidates will be asked to undergo a **written test (indicative date: 10.02.2022)** to evaluate the ability to carry out the described tasks and to assess the possession of the abovementioned “Minimum Requirements” and “Preferential Requirements”.

The shortlisted candidates, will be invited, shortly after the written test, for an **oral interview (indicative starting date for interviews: 16.02.2022)** to assess the communication skills and the ability to perform the above-listed tasks as well as the possession of the above-mentioned “Minimum Requirements” and “Preferential Requirements”.

**The exact dates and times of the written test and, for the selected candidates, of the oral interview will be communicated to each candidate via email.**

At the end of the selection procedure, the successful candidate will be asked to provide a certificate, stating the absence of criminal convictions or pending proceedings

*Regarding the selection aspects, we specify that 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.*

*Providing every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies*

### **IMPORTANT NOTICE**

This selection could be suspended and/or cancelled at any moment and for any reason by ITA at its sole discretion, without creating any obligation and/or expectation or reliance on the part of eligible candidates

Bruxelles, 17/01/2022

Luigi Ferrelli

Director

### **Information on the processing of personal data**

The processing of personal data for the purposes of possible recruitment will be based on the principles of lawfulness, correctness and transparency to protect the fundamental rights and freedoms of individuals. To this end, the following information is provided:

- the data controller is ICE-Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane, with registered office in Via Liszt, 21 - 00144 Rome, Tel.0659921 (now ITA Agency). The Data Protection Officer can be contacted at the following email address: [privacy@ice.it](mailto:privacy@ice.it). - the processing of personal data is carried out by the ITA Agency, in the performance of its activities for purposes related to the recruitment and selection of personnel with a view to the possible establishment of an employment relationship with the Agency.

- The data will be processed by means of computerised and other tools, and the processing is based on the following legal basis: the performance of obligations strictly related to the recruitment/management of personnel, the provision of data for such activities is essential for the proper management of the contract/employment relationship, or the execution of pre-contractual measures taken at the request of the person concerned (art. 6 point 1 letter "b"); within the limits of the purposes and methods described in this information notice, the following categories of data may be processed as personal identifiers (e.g. name, surname, date of birth, tax code), job position (e.g. role, task), telephone contacts, e-mail addresses, geographical location (e.g. residence, domicile, place of birth), education and culture (e.g. qualifications, professional certifications). The data subject shall not be required to provide data that can be qualified as special data pursuant to EU Regulation 679/2016. In the event that the curriculum vitae in the possession of the ITA Agency contains special data (e.g. data suitable to detect the membership of protected categories), the Agency will process only the data for the purposes indicated above.

- the data are processed by adequately trained staff of the Agency acting as authorized personnel, according to principles of correctness, lawfulness, transparency, relevance and not excessive in relation to the purposes of collection and subsequent processing.

- processing is carried out in such a way as to guarantee adequate security of personal data, through the use of automated tools, including confidentiality and protection, through technical and organisational measures aimed at preventing the loss of data, unlawful or incorrect use and unauthorised access.

- Personal data may also be managed through online software or cloud services, located within the European Union, in compliance with the rights and guarantees provided by the General Data Protection Regulation (EU) 2016/679 (GDPR). Where personal data is to be managed with cloud services located outside the European Economic Area, the ITA Agency ensures that the processing of such data will be based in accordance with the Agency's institutional purposes only. The data will not be used for purposes other than and in addition to those described in this notice, without first informing the data subject and, where necessary, obtaining his/her consent.

- The personal data will be kept for a period of time that is congruent with the purposes of processing described above and in compliance with all legal obligations. For the purposes indicated, the data will not be communicated to any recipient.

- The interested party may exercise his/her rights at any time, and in particular access his/her personal data, ask for them to be corrected or limited, updated if incomplete or erroneous, and deleted if collected in violation of the law, as well as oppose their processing, without prejudice to the existence of legitimate reasons by the Data Controller. You also have the right to portability, i.e. to receive in a structured, commonly used and machine-readable format the personal data you have provided. To this end, you can contact the Data Controller or the Data Protection Officer. It is possible to lodge a complaint with the Italian Supervisory Authority - Garante per la protezione dei dati personali - Piazza Venezia n. 11 - 00187 Roma.