

NOTICE OF RECRUITMENT: TEMPORARY POSITION

ITALIAN TRADE AGENCY – MADRID OFFICE

The Italian Trade Agency

The Italian Trade Agency (“ITA”) is an Italian governmental entity with a diplomatic status that promotes the internationalization of Italian companies, in line with the strategies of the Italian Ministry for Economic Development.

ITA also acts as IPO – Investment Promotion Organization for the attraction of foreign investments to Italy, scouting potential foreign investors and promoting business investment opportunities in Italy.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies linked to Italian Embassies and Consulates, working closely with local authorities and businesses.

Job description

ITA is currently seeking an Analyst who will be specifically dedicated to FDI-Foreign Direct Investment activities (from Spain to Italy) at its office based in Madrid. The role will include strengthening awareness of Italian business and regulatory environment and scouting new investment opportunities, and it will require to work closely with the Italy-based Foreign Attraction Investment Department.

Main activities:

- Market intelligence (local market analysis and development of contact database)
- Lead Generation and Scouting to potential investors
- Promotion, Marketing and Networking

Full collaboration is required at working with the Trade Analysts at ITA Madrid’s office in all activities aimed at promoting Italy, sharing with them all pertinent contacts and sectorial reports.

The ideal candidate will have a University Degree in Economics or International Relations, a consistent professional experience in business administration, a knowledge of Italian Institutions and related dynamics. A former experience in FDI activities is not mandatory, but it is required an understanding of global FDIs, as well as of the Spanish and Italian economic and industrial framework.

The place of work will be ITA’s Office in Madrid, and the duration of the Contract will be approximately 12 months. There will be no tacit renewal and no automatic recruitment after the 12 months expire.

Responsibilities

- Work closely with ITA FDI Department in Italy, with Italian Regions and ITA’s Stakeholders, under the coordination of the Italian Trade Commissioner in Madrid
- Act as a representative of ITA, communicating its mission
- Actively present Italy as a location for investments, organizing promotional and networking events: that involves developing and implementing annual promotional plans
- Cultivate constant updates on Italian policies and programs addressed to foreign investors
- Monitor investors’ activities in Italy and support potential investors with qualified information on Italy’s business and incentives, in coordination with ITA FDI Department in Rome

- Work closely with local authorities and businesses in order to identify potential investment opportunities and investors, specifically in: greenfield, brownfield/expansion, real estate, M&A
- Identify target companies in priority sectors through research, networking, attendance to promotional events, conferences, trade shows, workshops and meetings
- Develop links and networks with business multiplier, organizations and local authorities
- Enhance and develop relations with local entrepreneurs, corporate officers, professionals specialized in FDI, and any other influential people able to generate prospects and leads.

Minimum Requirements

- University Degree in Economics or International Relations
- EU citizenship/permanent VISA - ITA does not sponsor ANY working visa!
- A minimum of 2 years' experience in the private or public sector in Spain, with a strong network in different industries' sectors
- A deep understanding of global FDIs, as well as of the Spanish and Italian economic and industrial framework
- Knowledge of Italian Institutions and related dynamics and environment
- Proficient in English, both oral and written
- Strong computer skills (Microsoft applications) and knowledge of the main specialized database for professionals in the field (ex. FDI Markets)
- Excellent interpersonal and communication skills, meticulous work ethic with attention to details, proactive result-oriented approach, project management and multitasking, ability to work in a team
- Availability to travel in Spain and internationally when required.

Candidates lacking these requirements will not be considered.

Preferential Requirements

- Previous work experience with Italian entities and/or companies based in Spain
- Previous experience in FDI activities, in the private and/or public sector, or in sales and communication activities.
- Proficient in Italian, both oral and written

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 "*Amministrazione Trasparente*" (Transparent Administration) – "*Disposizioni generali*" (General provisions) – "*Atti generali*" (Acts of general application) - "Code of Conduct".

Instructions for Candidature Submission

Candidates who meet the minum requirements and specifications, and who are interested to provide the requested services to the Italian Trade Commission in Madrid, are invited to send - by e-mail to madrid@ice.it **attn. Cecilia Oliva**, the following:

- 1. Most recent CV + Cover letter**
- 2. Copy of Degree**
- 3. Any other usefull information or documentation to assess previous experiences and qualifications.**

Deadline: 9 of May, 2019 at 14,00.



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ONLY those candidates who meet the above-listed requirements will be contacted for an interview, by the Trade Commissioner, Ms. Cecilia Oliva.

Please note that the application process involves skill testing, particularly of the Italian/English language.

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin. All candidates will be given equal opportunity, based on qualifications and competencies.

Best Regards,

Cecilia Oliva

Italian Trade Commissioner

(Signed in original)