



ITALIAN TRADE AGENCY

Ufficio di Bruxelles – Bureau de Bruxelles – Kantoor Brussel

**NOTICE OF RECRUITMENT  
TEMPORARY POSITION  
JUNIOR ANALYST FOR FOREIGN DIRECT INVESTMENT UNIT 2022  
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.

In addition to 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, working closely with local authorities and businesses, providing information, support and advice to Italian and foreign companies.

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.

**Job description**

In this context, the Italian Trade Agency Office in Brussels is seeking a motivated **Junior Analyst with a University Degree for a one-year FDI Promotion Project**, in order to support the **Foreign Direct Investment activities**.

The ideal candidate should be a person with analytical skills, used to scouring databases, the internet and other sources to identify potential investors for Italian-based projects or similar business opportunities.

The candidate, who will work under the coordination of the Director of ITA Office in Brussels, in connection with the FDI Division in Rome, will be also required to perform administrative and back-office tasks, as well as communication tasks and regular reporting processes.

She/he should be enterprise-oriented and have a client-minded attitude, with commercial awareness and strong client-oriented skills. She/he may be required to travel in Italy and internationally.

**Duties**

During the one-year FDI Promotion Project, the candidate will support the ITA FDI team in order to facilitate the entire process of engaging investors interested in investing in Italy from **Belgium, the Netherlands and Luxembourg**, building confidence and trust, even in aftermarket support.

Primary responsibilities:

- Support in the generation of leads through multiple sources, both online and offline, to maximize the outcome in terms of inquiries, active contacts, calls, meetings;



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- Support in realizing reports, presentations and documents to track, assess and disseminate the activities of the Unit through the existing ITA communication channels;
- Support the ITA Office in Brussels in organizing promotional activities, such as events, seminars, conferences, training courses, incoming trips of corporate players and investors to Italy and abroad;
- Liaise with companies, investors, corporate players, other foreigner and Italian counterparts, sharing news, solicitations, promotional opportunities and more;
- Draft periodic reports highlighting potential opportunities for Italian companies.
- Aggregate market research, industry resources, news and articles as necessary to share with the team of the Office in scouting the FDI environment.

### **Work location**

#### **ITA BRUXELLES**

Place de la Liberté 12  
1000, Brussels  
Belgium

### **Minimum Requirements**

- University Degree
- 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 with the following additional skills and qualifications:

- Fluent French and/or Dutch, both written and spoken;
- University Degree and/or MBA and/or Ph.D. in International Trade, Economics, Finance, International Relations, International Business Law or related subjects;
- Two years or more of experience in investment promotion, or strategic consultancy, business law firms, finance, particularly in investment banking, or in sales activities;
- One or more qualified references from prior employers;
- Good organizational and project management skills; ability to prioritize projects, manage time efficiently, work in a fast-paced entrepreneurial environment;
- Strong interpersonal and communication skills, both written and spoken; ability to produce reports, briefings and memos on short notice both in Italian and English;
- Working experience with different cultures, proactive attitude and team spirit;
- Ability to take charge of a project and run it to completion with minimal supervision; ability to identify issues and problems and solve them directly.

### Contract term and Salary

The selected candidate will be offered a fixed-term contract for one year.  
There will be no tacit renewal and no automatic recruitment after the one-year expiry.  
Only if additional funds are made available, an extension in the duration may be considered.  
The gross annual salary is fixed at **around 65.000 euros**.

### How to apply

Candidates who meet the above-listed minimum requirements are invited to apply by sending an email to: [bruxelles@ice.it](mailto:bruxelles@ice.it), indicating in the object "**JUNIOR ANALYST - FDI UNIT SELECTION 2022 - ITA OFFICE IN BRUSSELS**", with the following documents attached:

1. Attached form, duly filled and signed.
2. Motivation letter.
3. 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 **13/05/2022**.

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

### Selection procedure

After the evaluation of the applications received and the related documentation, selected candidates will be asked to undergo a **written test in English (planned date: 25/05/2022)** to evaluate their knowledge of geopolitics and international economics, FDI flows, industrial and economic structure both of Italy and the Benelux countries, as well as the ability to carry out the described tasks.

A maximum of 15 points can be awarded to the written test (passing score: 9 points).

The shortlisted candidates, will be invited, shortly after the written test, for an **oral interview (planned dates for interviews: from 06/06/2022 to 10/06/2022)** to assess, in addition to the subjects already evaluated in the written test, the knowledge of the organization and activities of ITA, the communication skills and the ability to perform the required tasks.

A maximum of 25 points can be awarded to the interview (passing score: 15 points), which will be conducted in Italian and English for all candidates, with specific questions in French and/or Dutch (only if the candidate indicates in the application that is proficient in French and/or Dutch).



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**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.**

### **Evaluation of requirements and tests and final ranking**

The Selection Commission will draw up the final ranking by adding up the results of the written test, the interview and the evaluation of the CV.

CV assessment will be made only for candidates who passed the written test, counting for a maximum of 10 points.

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, 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 the 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**

Please note that:

- This selection could be suspended and/or canceled 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.
- According to Italian Law, the recruitment is subject to a no-objection statement ("nulla-osta di sicurezza") from the Italian Ministry of Foreign Affairs and International Cooperation. Therefore, after the final selection, the contract will be awarded and become effective only upon receiving this official statement.
- No employment relationship will be established with the Diplomatic and Consular Representations or the Italian Ministry of Foreign Affairs and International Cooperation.

Brussels, 26/04/2022

Luigi Ferrelli  
Director

A handwritten signature in blue ink, appearing to read 'Luigi Ferrelli', is written over the printed name and title.





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### 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.06 59921 (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.