



Nairobi Office

**RECRUITMENT NOTICE
2 ASSISTANT TRADE ANALYSTS
PERMANENT POSITION**

The Italian Trade Agency ITA - Italian Trade Agency is the Governmental agency that supports the business development of our companies abroad and promotes the attraction of foreign investment in Italy.

With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world.

The ITA Nairobi supports the Italian companies to promote his products and service in Kenya. More information on the Italian Trade Agency activities is available at www.ice.it

1. Job description

The Italian Trade Agency (ITA) - Nairobi Office is looking for no.2 Assistant Trade Analyst position M1 on a permanent basis.

The ideal candidate will be expected to assist the Nairobi Office Director and work independently on the following tasks:

- processing of industry statistics through the platforms made available by the ITA office in Nairobi;
- - processing of profiles of local operators extrapolated from the lists made available by the ITA office based on the indications of the Director of the ITA Office in Nairobi;
- - selection and publication of news, information, photos and videos on the website and social networks of the ITA Office in Nairobi based on the indications of the Director of the Office;
- - Collaboration with the Office staff in promotion, assistance and information activities for the relevant commodity sectors, based on the directions of the Office Director;
- - Collaboration with the Director and staff of the Office in any external contacts related to areas of expertise;
- - collaboration with the Director and staff of the ITA Office in Nairobi on particularly important and complex promotional initiatives, including the preparation of administrative and preparatory accounting documents;

ICE – Italian Trade Commission
Trade Promotion Section of the Italian Embassy
UN Crescent, Gigiri,
Nairobi - P.O. Box 63389 - 00619
T. +254 111053250
E-mail: nairobi@ice.it
www.ice.it

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

Member of CISQ Federation



2. Work location

Italian Trade Commission: United Nations Crescent, Gigiri
P.O BOX 63389 – 00619, Muthaiga, Nairobi
Tel: +254 111 053 250

Full-time 38 hours per week from 8 a.m. to 4:30 p.m. Monday to Thursday, (including 30 minutes lunch break) and Friday from 8 a.m. to 2 p.m.

3. Duration

The contract is for an indefinite term with a probationary period of three months

Application process

4. General requirements

- Bachelor's Degree certificate
- Permanent residence in Kenya. **ITA does not sponsor a work visa.**
- Fluency in English language (spoken and written).
- Knowledge of Microsoft Office (Word, Excel, Power Point).
- Absence of convictions in Kenya or other states.

Candidates lacking even one of the above listed requirements will not be considered.

5. Preferred requirements and optional test

- Bachelor's degree in Economics, Statistics, Mathematics or similar fields (5 points)
- Experience in similar positions min. 1 years (5 points)
- Knowledge of spoken and written Italian language (optional evidence 5 points)

6. Application submission

To apply for this position, candidates should send their application complete with the completed and signed Declaration in Lieu of Qualifications (attached to this notice) along with:

- a) Curriculum Vitae
- b) Copy of Degree Certificate
- c) Copy of Kenyan ID or proof of permanent residence.
- d) Expression of willingness to participate in the optional Italian language test
- e) Certificate of similar professional experience (on employer's letterhead and signed)

All documentation must be sent exclusively to the ICE Office in Nairobi, at the e-mail address: selection.nairobi@ice.it, no later than 29 June at 23:59 p.m., specifying in the subject line "SELECTION RECRUITMENT 2 ASSISTANT TRADE ANALYSTS - ICE Nairobi"

Applications received after the deadline cannot be accepted.

7. Selection Commission

The Selection Commission will consist of 3 members and will be chaired by the Head of the ITA Office in Nairobi. The members of the Commission shall be identified from among staff of ITA and/or Italian diplomatic-consular offices and/or other Italian public institutions present in the country.

8. Selection procedure

The committee will review the applications received, but only candidates who meet the general requirements listed above will be invited to advance in the selection process. Successful candidates will receive schedule of examinations and individual tests, with at least 15 days' notice, through a notice sent to the e-mail address indicated in the application, in which the location of the selection will be indicated to participate in:

a. Written test

It consists of a test of multiple open-ended questions in English designed to test candidates' knowledge of general international trade concepts and the activities carried out by ITA-Agency. This test will be conducted without vocabulary, computers or dictionaries.
(Up to 40 points - duration 1 hour).

Candidates must score at least 30 points to be admitted to the subsequent tests (practical, interview and optional).

b. Practical test

A practical test designed to ascertain knowledge of the main computer tools and their application to ensure the proper performance of office duties.
(up to 15 points - 45 minutes).

c. Oral interview.

interview to test the candidates' professional attitudes, communication skills and their status as people who are effectively integrated into the local environment. The test will consist of an English-language conversation designed to test one's level of knowledge of international business, during which candidates will have to read and comment on a short text. Focused on motivation, organizational skills and strength of reasoning
(up to 30 points - 20 minutes).

d. Optional test

Translation of a text (ENG/ITA) (up to 5 points - 30 minutes)

9. Evaluation of the preferential requirements

Additional points for preferential requirements (deduced from the examination of the CV or during the course of conducting the selective tests), for a maximum of 10 points, will be awarded as follows: - Bachelor's degree in Economics, Statistics, Mathematics or similar addresses (max 5 points) - Previous professional experience relevant to the profile sought: (max 5 points).

Please note that:

- the selection will take place in person at the Location that will be communicated by e-mail.

After the tests, each candidate will be ranked on a scale of 100 points.

- Only candidates with a minimum score of 70 (out of 100 points) will be declared eligible and placed on the list published on the Agency's website.

- The position will be offered to the eligible candidate with the highest score, unless he/she intends to withdraw, resign, or the ITA later discovers that he/she does not meet the eligibility requirements: in that case, the position will be offered to the next eligible candidate, based on a list that will remain open and valid for 2 years.

The processing of candidates' personal data will be based on the principles of lawfulness, fairness and transparency. The sole purpose of the processed data is the admission to the selection procedure for all candidates and the management of the winner's employment relationship. Personal data will be processed in accordance with Regulation (EU) 679/2016. The data controller is ITA-Agency. For more information regarding the processing of personal data, please visit the privacy page: <https://www.ice.it/it/privacy> of the ITA-Agency website.

In its selection procedures and personnel management, ITA does not discriminate on the basis of age, gender, sexual orientation, marital status, disability, race, religion, or country of origin. This selection may be suspended and/or cancelled at any time or for any reason by ITA at its sole discretion, without creating any obligation/expectation on the part of those who by applying fully accept all the conditions stated in this notice. Passing the above examinations shall not automatically create any obligation for ITA - Nairobi Office to hire or sign the employment contract with the selected candidates, nor shall it be construed as its automatic employment at ITA Nairobi office. For candidates who have passed the examination, employment will be valid, executed and effective only after the formal employment contract is signed. It should be noted that the successful candidate's employment is subject to the completion of the necessary internal authorization process, which, in particular, involves the acquisition of security clearance from the Ministry of Foreign Affairs and International Cooperation (MAECI), the issuance of which could take approximately 45 days.

The employment contract will be signed by the parties upon completion of the above procedure. It is understood that no employment relationship can be established between personnel hired by ITA - Agency and diplomatic and consular missions or MAECI.

Any further information on the selection can be requested by writing to: selection.nairobi@ice.it

This notice is posted on www.ice.it/it/mercati/kenya - "Work with Us" Section - "Personnel Search" page and also disseminated by the other Italian institutions present in Kenya.

Giuseppe Manenti
Director
Italian Trade Agency

Firmato digitalmente da: Giuseppe Manenti
Organizzazione:
ICE-AGENZIA/12020391004
Data: 17/06/2024 15:12:43

Attachment 1:

**APPLICATION TO PARTICIPATE IN THE SELECTION PROCESS FOR THE POSITION OF
"2 ASSISTANT TRADE ANALYST" WITH A PERMANENT CONTRACT
AT THE ICE OFFICE IN KENYA**

The undersigned _____
born in _____ (_____) on _____,
resident in _____ in
Street/Square _____ n. _____
Tel. _____ email address **to be used for all communications
related to the selection:** _____

DECLARES:

- to be a _____ citizen
- to be a fiscal resident in Kenya from _____
- to have no criminal convictions and no charges pending in Kenya and other states;
- to possess the following educational qualification:

WISH:

to take the optional test in Italian: YES ☐ NO ☐

DECLARES, UNDER MY OWN FULL RESPONSIBILITY, INCLUDING CRIMINAL RESPONSIBILITY, that the data and information provided with this form, as well as that contained in one's Curriculum Vitae, are true and accurate.

ATTACH

- Curriculum Vitae detailed
- Copy of valid identification document
- Copy of valid work permit (for applicants of non -Kenyan nationality)
- Copy of academic qualifications
- Any other useful documents referring to previous experience or qualifications.

Authorizes the collection and processing of this data and information for the current proceedings.

Place and date _____

Surname and Name _____

Sign
