



Nairobi Office

RECRUITMENT NOTICE
ASSISTANT ACCOUNTANT
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 seeking n.1 Assistant Accountant for Permanent Position A1.

The ideal candidate shall assist the Trade Commissioner and working independently on the following tasks:

- Manage financial accounting and monthly office reporting operations;
- Prepare and manage an annual budget for office expenses in addition to various project budgets;
- Prepare requests for quotes and oversee the process of awarding and executing all contracts for goods and services under the Italian Public Contracts Code;
- Prepare financial organization of marketing projects and events including trade shows, exhibitions, networking events and buyer missions;
- Arrange human resources aspects of the office, including recruitment, monitoring and enforcement of personnel management regulations;
- Prepare and manage an annual budget for office expenses, as well as budget for various promotional projects;
- Office accounting and reporting operations;
- Data entry and uploading of documents to the accounting platform (Oracle);
- Preparation and filing of accounting documents;
- Performing all required administrative procedures;

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





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- Preparation of payments and bank transactions;
- Processing of official documents with local authorities.
- Constant relations with the head office in Rome for audits.

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

4. General requirements

- High school diploma
- Permanent residence in Kenya. **ITA does not sponsor a work visa.**
- Fluency in English and Swahili languages (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 or related field
- Experience in similar position with minimum 2 years
- Knowledge of spoken and written Italian language (**proof optional**)

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 Diploma certificate and/or if in possession that of Degree
- c) Copy of Kenyan ID or proof of permanent residence.
- (e) Expression of willingness to participate in the optional Italian language test.

All documentation must be sent exclusively to the ICE Office in Nairobi, at the e-mail address: nairobi@ice.it, no later than 25 May 23:59 p.m., specifying in the subject line "SELECTION ACCOUNTANT ASSISTANT - 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 ICE Office in Nairobi. The members of the Commission shall be identified from among the tenured staff of the 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, via a notice sent to the e-mail address provided in the application, to report to the ICE office in Nairobi - located at the Italian Embassy, UN Crescent, Gigiri, Nairobi - to participate in:

a. Written test

The written free test in English is designed to assess the candidate's general, administrative, accounting knowledge, as well as reasoning skills (up to 40 points - duration 2 hours).

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

b. Practical test

Aim is to assess accounting and computer skills (up to 15 points - 45 minutes).

c. Oral interview.

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 10 points - 20 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), up to a maximum of 5 points, will be awarded as follows: - Bachelor's degree in Economics or comparable faculty 3 points; - Previous professional experience relevant to the profile sought, including use of management-accounting applications: up to 2 points.

Please note that:

- the selection will take place in person at the ITA Agency Office (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



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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 ICE-Agency. For more information regarding the processing of personal data, please visit the privacy page: <https://www.ice.it/it/privacy> of the ICE-Agency website.

In the selection procedures and personnel management, ICE 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 ICE 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 ICE 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 ICE - Agency and diplomatic and consular missions or MAECI.

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

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

Giuseppe Manenti
Director
Italian Trade Agency





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Attachment 1:

APPLICATION TO PARTICIPATE IN THE SELECTION PROCESS FOR THE POSITION OF "ASSISTANT ACCOUNTANT" 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)
- 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

