



JOB OPPORTUNITY: TWO TRADE ANALYSTS AT THE ITALIAN TRADE AGENCY IN JAKARTA
(<https://www.ice.it/en/>) - 10210 BRI II, 29TH FLOOR , SUITE 2903 JL.. JEND. SUDIRMAN KAV. 44-46

PERMANENT CONTRACT (FOR INDONESIAN CITIZENS or FOREIGNERS WITH A VALID WORKING PERMIT)

GROSS ANNUAL SALARY: Euro 15.285,34

Working Time: 8:30/9:00am-5:30/6:00pm (flexible)

(Interested candidates must send their CV and motivational letter by email to: p.pinto@ice.it by October 19thst 2020 at latest, together with copy of their Identification Card and a self-declaration stating the absence of any criminal sentences as well as pending charges). Further informations can be asked to the above mail address.

ESSENTIAL REQUIREMENTS:

- Bachelors' or master's degree preferably in Economic/Management/Marketing/International Relations or other degrees relevant to the assignment.
- Excellent knowledge of computer systems and Windows Office Tools
- A minimum of two-year working experience in a similar role will be an additional plus
- A mastering of the English language is essential
- A mastering of the Italian language will be an additional plus

@Job Description: the officer will be asked to:

ECONOMICS AND MARKETING

- conduct economic and marketing research and surveys
- prepare promotional proposals
- analyze statistical data
- select local entrepreneurs to present to the Italian counterparts
- organize inbound and outbound trade missions, fairs
- organize business meetings
- provide information and commercial assistance to Italian companies
- interact with trade associations, the local business and industrial world
- research and provide information on customs duties
- create lists of specialized operators, importers and distributors
- build sectoral and statistical databases
- prepare investment guides

ADMINISTRATIVE AND ACCOUNTING

- prepare all the administrative and accounting documentation relating to the initiatives followed that needs to be provided to the accountant
- register and upload contracts on a digital platform

- implement accounting procedures
- organize documents

(the appointed candidate could be entitled to attend online training courses or mentoring sessions)

SELECTION PROCEDURES FOR ELIGIBLE CVs WHO MEET THE REQUIREMENTS

First phase:

Interview

Evaluation of CV, previous working experiences and language skills
(evaluation scale 1-10)*

Second phase (written test):

Multiple choice test (maximum 40 questions) to determine the general and specialized knowledge in the fields of economics, business administration. Questions will include Italian and EU economy, geography and culture.

Final evaluation:

The sum of the scores of first phase (1-10) and second phase (1-40 max) will determine the final ranking.

IMPORTANT NOTICE

The selection can be suspended, and/or cancelled at any moment and for any reasons by ITA Jakarta at its full discretion without generating any moral or legal obligation towards the candidates, including those fully meeting the job requirements.

The hiring will be subject to the authorization issued by the Ambassador of Italy in Jakarta.

Please, do note that:

- The employment contract will comply with the Indonesian law.
- The Italian Embassy in Jakarta and the Italian Ministry of Foreign Affairs and International Cooperation will be not responsible for any complaint or claim arising from a possible dispute between ITA Jakarta and the employee.
- No employment relationship can be established between the employees hired by the Italian Trade Agency (ITA) Office in Jakarta and the Italian Embassy in Jakarta or the Italian Ministry of Foreign Affairs and International Cooperation .

- *EVALUATION SCALE

10 exceptional
09 excellent
08 very good
07 good
06 average plus
05 average
04 below average
03 poor
02 very poor
01 not suitable