



Brussels Office – Bureau de Bruxelles – Kantoor Brussel

## SELECTION PROCEDURE NOTICE

**resource to be hired on a temporary basis at the Italian Trade Agency (ITA),  
Brussels Office, for the following positions:**

**Profile "A" – NETHERLANDS DESK**

***Profile "B" – Support for PROMOTIONAL ACTIVITIES***

### Premise

The Italian Trade Agency (ITA) is the body through which the government promotes the consolidation and economic-commercial development of Italian companies on foreign markets. It also acts as an entity in charge of promoting the attraction of foreign investments in Italy. With a dynamic, motivated and modern organization and a widespread network of offices abroad, ITA carries out information, assistance, consultancy, promotion and training activities for Italian small and medium-sized enterprises. Thanks to the use of the most modern promotional and multi-channel communication tools, it acts to affirm the excellence of Made in Italy in the world.

In particular, the Brussels Office of the ITA Agency has jurisdiction over the three markets of Belgium, the Netherlands and Luxembourg and carries out support activities for Italian companies in accessing European and international funding.

### Art. 1 – Position requested, activities and salary

The ECI Office in Brussels is looking for **two profiles** to be hired with a fixed-term contract, starting from 2026:

**Profile "A" – Trade Analyst** to be dedicated to the development of a **"Netherlands Desk"**

The identified resource – to be hired as soon as the selection process is completed – will carry out his/her work in the **Netherlands**, mainly in teleworking, but with the possibility of occasionally using the offices at the Embassy of Italy in The Hague, ensuring his/her presence in the ITA Office in Brussels at least a couple of days a month for operational meetings and reports on the activities carried out (staff meetings, briefing, etc.).

***Profile "B" – Assistant Trade Analyst*** *to support the Brussels Office for the performance of the Promotional activities.*

*The identified resource – to be hired during 2026 according to the resources available from the promotional funds allocated to the ITA Office in Brussels –*

*will carry out its work in **Belgium**, at the ICE Office in Brussels at Place de la Liberté 12, assuring his availability to make trips to the Benelux.*

The resources hired for the two profiles indicated above will carry out, under the direction of the Director and the Deputy Director of the Office, the following main tasks, although not exclusive, in the context of the promotion of Made in Italy and assistance to Italian companies.

#### Profile "A" – Netherlands Desk

- a) **study and analysis** of sectors of importance for the economy of the Netherlands, analysis of statistical data, elaboration and updating of sector databases and economic reports, creation of content for the institutional website and social media;
- b) **scouting and mapping** of opportunities in the area, also through the development of participation in promotional events in the Netherlands, in order to increase the network of stakeholders potentially interested in Italian products;
- c) preparation and updating of **sectoral lists**, organization of frequent meetings with local economic operators in the various product sectors,
- d) identification and **selection of commercial counterparties** for Italian companies active in the various sectors, including the implementation of B2B meetings;
- e) organization of **promotional events** - such as trade fairs, workshops, seminars, missions of operators and journalists to the most important Italian events (in physical or virtual mode) - and care of the administrative management activities of the initiatives (processing and archiving of documents and contracts, invoicing of services, etc.);
- f) identification of promotional **proposals** for the development of the presence of Italian companies in the Netherlands;

#### Profile "B" – Promotional Activities

- a) organization of **promotional events** - such as trade fairs, workshops, seminars, missions of operators and journalists to the most important Italian events (in physical or virtual mode) - and care of the administrative management activities of the initiatives (processing and archiving of documents and contracts, invoicing of services, etc.);
- b) identification of promotional **proposals** in the assigned sector for the development of the presence of Italian companies in Benelux countries;
- c) feeding and updating of sector **databases** (Italian and local companies);
- d) **study and analysis** of sectors of importance for the economy of Benelux countries, analysis of statistical data, updating of economic reports, preparation of market and sector notes, creation of content for the institutional website and social media;
- e) monitoring, **assistance** and support to Italian companies interested in operating in the local market, also through the provision of personalized services;
- f) identification and **selection of commercial counterparts** for Italian companies active in the various product sectors, including the realization of B2B meetings.

## Art. 2 – General requirements for participation

### Profile "A" – Netherlands Desk

Citizens of the Netherlands may be admitted to the selection procedures, as well as candidates with different citizenships, including Italian citizenship, provided that they have tax residence in the Kingdom of the **Netherlands**.

Previous work experience of at least 18 months is required, including training internships, in sectors and activities relevant to the role for which the candidate is applying.

As far as language skills are concerned, the ability to interact fluently in Dutch and English is required. Knowledge of the Italian language is not compulsory and will be a preferential requirement (see Art. 3).

### Profile "B" – Promotional Activities

*Citizens of Belgium may be admitted to the selection procedures, as well as candidates with different citizenships, including Italian citizenship, provided that they have tax residence in the Kingdom of **Belgium**.*

*Previous work experience of at least 6 months is required, including training internships, in sectors and activities relevant to the role for which you are applying.*

*As far as language skills are concerned, the ability to interact fluently in French and English is required. Knowledge of the Italian language is not compulsory and will be a preferential requirement (see Art. 3).*

All candidates are also required to have no criminal convictions and no communication of any pending charges.

The aforementioned general requirements must be documented by the candidates at the same time as submitting the application for admission to the selection procedure with self-certification, as per the forms attached to this call.

The Italian Trade Agency (ITA) will in any case carry out appropriate checks on any convictions imposed in Italy and/or pending charges with the Italian judicial system.

## Art. 3 – Qualifications, requirements and experience required

### 3.1 Aptitude requirements

- a) organizational and time management skills, ability to work under pressure;
- b) communication and relational skills, teamwork skills and attitude to interact in multicultural contexts;
- c) autonomy and spirit of initiative, aptitude for problem solving and result oriented attitude;
- d) flexibility and willingness to travel in Benelux countries.

### 3.2 Mandatory requirements

- a) Bachelor's degree in legal, socio-economic, international relations, marketing or communication disciplines;
- b) tax residence in the Netherlands (profile "A") or *Belgium (profile "B")*;
- c) absence of criminal convictions and communication of pending charges;

- d) good knowledge of Dutch and English (profile "A") or *French and English (profile "B")*;
- e) previous experience in the field of international business relations or in international institutions;
- f) excellent knowledge of office work tools, in particular the Microsoft Office package.

### 3.3 Preferential requirements

- a) Master's, specialist or single-cycle degree (5 years) in the same areas indicated above;
- b) I or II level university master's degree;
- c) specialization diploma or Ph.D.;
- d) excellent knowledge of the Italian language;

## **Art. 4 – Submission of applications**

Candidates must submit their application - under penalty of exclusion from the selection procedure - using the attached forms (see Annex 2 for profile "A" and *Annex 3 for profile "B"*), together with:

- 1) Self-declarations relating to the possession of the requirements (educational qualifications, tax residence, absence of convictions and pending charges);
- 2) Curriculum vitae, signed, specifying all qualifications and experience gained;
- 3) Copy of a valid identity document;
- 4) Consent to the processing of personal data (Annex 4)

The documentation must be sent exclusively by e-mail to the ITA Office in Brussels at the e-mail address [recruitment.bruxelles@ice.it](mailto:recruitment.bruxelles@ice.it) by Monday **January 5<sup>th</sup> 2026**, indicating in the subject of the transmission message:

**"Trade Analyst – NETHERLANDS DESK" (Profile A)**

or

***" Assistant Trade Analyst – Promotional Activities" (Profile B)***

Candidates who meet the requirements will be admitted participating in the compulsory selection test with a communication that will be sent, at least 15 days before the testing date, to the e-mail address indicated in the application form and which will indicate the place, date and time of the test.

The tests will not be carried out electronically (remotely).

## **Art. 5 – Selection tests**

The selection will be made by a Commission composed of three members (Director, Deputy Director and a Trade Analyst from the Brussels Office).

The selection of candidates includes a **compulsory oral test** – motivational interview, verification of language skills, computer test – and an optional test on knowledge of the Italian language, if declared by the candidate (see Art. 6).

The compulsory oral test will award up to a maximum of 60 points and will be divided into three parts, as described below.

1) Interview aimed at verifying:

- the existence of the necessary requirements for the optimal performance of the tasks envisaged and therefore the suitability to carry out the functions inherent to the advertised position (previous work experience and Curriculum Vitae will also be considered for this purpose);
- knowledge of elements of international economics and marketing and economic current affairs of the country of competence (Netherlands for Profile "A" and *Belgium for Profile "B"*);
- knowledge of the Italian Trade Agency's activities, mission and organization (previous work experience and Curriculum Vitae will also be considered for this purpose).

The interview is considered passed with a **minimum of 21 out of 35**.

2) Verification of the required language skills (Dutch and English for profile "A", *French and English for profile "B"*) through conversation and translation. This test is considered passed with a **minimum of 6 points out of 10 for each of the languages** considered. Any insufficiency recorded even in a single language will result in exclusion from the selection test.

3) Test on the use of IT tools, aimed at verifying the knowledge of the main office automation applications (in particular the use of spreadsheets, presentations, text sheets). The Test is passed with a **minimum of 3 points out of 5**.

The compulsory tests are passed with a **minimum score of 36 points out of 60**.

## Art. 6 – Assessment of preferential requirements and optional language test

The presence of preferential requirements (inferred from the examination of the CV or during the performance of the selection tests), as well as knowledge of the Italian language, may determine the attribution of an additional score, for a maximum of 10 points, as described below:

- from 0 to 7 points for knowledge of the Italian language;
- 1 point for a master's, specialist or single-cycle degree (5 years);
- 1 point for a first or second level university Master's degree (even in the presence of more than one Master's degree, only one preferential point will be counted);
- 1 point for specialization diploma or Ph.D.

Knowledge of the Italian language will be assessed through an interview that may include, in addition to conversation, the translation of texts.

## Art. 7 – Final ranking

At the end of the selection tests, the Commission will draw up – for each of the two positions advertised – the final ranking obtained by adding the evaluations of the compulsory tests, as indicated in Article 5, to the scores of any optional test and any preferential requirements, indicated in Art. 6 of this announcement.

In particular, the compulsory tests can determine the attribution of a maximum of 60 points. The minimum eligibility threshold is set at 36 points (equal to 60% of the maximum score provided).

Up to 10 points can be added to the 60 points of the compulsory tests for the optional test and for the presence of the preferential requirements, for a maximum overall score of 70.

For a schematic description of the distribution of the various scores, please refer to Annex 1.

The candidate with the highest total score will be declared the winner and, under penalty of forfeiture from the ranking, must submit the documentation referred to in the self-declarations provided in the application form, within the terms that will be communicated by the ITA Office in Brussels.

The final ranking list will be published on the ITA Brussels Office's website, in the "Work with us" section (<https://www.ice.it/it/mercati/belgio>). Candidates will be identified on the basis of a code assigned at the beginning of the test.

The ranking obtained for each of the 2 advertised positions – Profile "A" and Profile "B" – will remain in force, for suitable candidates, for **24 months** following the date of the official closing of the selection (date of publication of the final ranking).

## Art. 8 – Recruitment and timing

For profile "A" – Trade Analyst for the **Netherlands Desk** – the employment relationship will be started immediately after the completion of the necessary internal authorization process, for a renewable period of 6 months (subject to the issuance of the security clearance from the Italian Ministry of Foreign Affairs and International Cooperation - MAECI).

*For profile "B" – Assistant Trade Analyst in support of **Promotional Activities** – recruitment may not be immediate but will be subject to the future and possible availability of promotional funds that will justify their inclusion.*

It will be possible to draw from the ranking, as long as it is valid, in the event of the need for further recruitment of fixed-term staff for both selected profiles.

**It is understood that no employment relationship may be established between the staff hired by the ICE-Agency and the diplomatic and consular representations or the Ministry of Foreign Affairs and International Cooperation.**

The Italian Trade Agency (ITA) reserves the right to suspend or cancel this selection at any time, without any commitment to the candidates.

Italian Trade Agency (ITA), Brussels Office  
The Director  
Tindaro Paganini

## Annex 1

### SELECTION TEST SCORING GRID

Compulsory tests	minimum	maximum
Oral test	21	35
Dutch Language (Profile A) <i>French language (Profile B)</i>	6	10
English language	6	10
Tools	3	5
Total	<b>36</b>	<b>60</b>
Optional test	minimum	maximum
Italian language	0	7
Preferential requirements		
Master's, specialist or single-cycle degree (5 years)	0	1
University Master's Degree	0	1
Specialization diploma or Ph.D.	0	1
Total		<b>10</b>

## Annex 2

**APPLICATION FOR THE RECRUITMENT**  
of a **Trade Analyst for the NETHERLANDS DESK (Profile "A")**  
with a fixed-term contract at the Italian Trade Agency, Brussels Office  
(Announcement of December 10<sup>th</sup> 2025)

The undersigned \_\_\_\_\_ born in \_\_\_\_\_  
date of birth \_\_\_\_\_, residence address: \_\_\_\_\_

Tel. \_\_\_\_\_ **e-mail address to be used for all communications  
relating to the selection:** \_\_\_\_\_

STATES

- to be a \_\_\_\_\_ citizen
- to be a resident for tax purposes in the Netherlands from \_\_\_\_\_
- that he/she has no criminal convictions or pending charges in the Netherlands or other countries;
- to be in possession of the following qualification:  
\_\_\_\_\_
- that the data and information provided in your Curriculum Vitae are true and correspond to reality.

ATTACH

- Detailed curriculum vitae
- Copy of identity document
- Declaration of consent for the processing of personal data (Annex 4)

Place and date:

Signature (complete and legible):

To be sent by e-mail no later than **January 5<sup>th</sup> 2026**, together with the documentation required by  
the Call for Applications, to [recruitment.bruxelles@ice.it](mailto:recruitment.bruxelles@ice.it) indicating in the subject:

**"Trade Analyst – NETHERLANDS DESK"**



## Annex 3

**APPLICATION FOR THE RECRUITMENT**  
**of an Assistant Trade Analyst for PROMOTIONAL ACTIVITIES (Profile "B")**  
**with a fixed-term contract at the Italian Trade Agency, Brussels Office**  
**(Announcement of December 10<sup>th</sup> 2025)**

The undersigned \_\_\_\_\_ born in \_\_\_\_\_  
date of birth \_\_\_\_\_, residence address: \_\_\_\_\_

Tel. \_\_\_\_\_ e-mail address to be used for all communications  
relating to the selection: \_\_\_\_\_

STATES

- to be a \_\_\_\_\_ citizen
- to be resident for tax purposes in Belgium from \_\_\_\_\_
- that he/she has no criminal convictions or pending charges in Belgium or other countries;
- to be in possession of the following qualification:  
\_\_\_\_\_
- that the data and information provided in the Curriculum Vitae are true and correspond to reality.

ATTACH

- Detailed curriculum vitae
- Copy of identity document
- Declaration of consent for the processing of personal data (Annex 4)

Place and date:

Signature (complete and legible):

To be sent by e-mail no later than **January 5<sup>th</sup> 2026**, together with the documentation required by  
the Call for Applications, to [recruitment.bruxelles@ice.it](mailto:recruitment.bruxelles@ice.it) indicating in the subject:

**"Assistant Trade Analyst – PROMOTIONAL ACTIVITIES"**

## Annex 4

### **CONSENT TO THE PROCESSING OF PERSONAL DATA IN ACCORDANCE WITH EU REGULATION 2016/679 (GDPR)**

I, the undersigned \_\_\_\_\_

I authorize the processing of the following personal data:

- surname, first name, date of birth;
- email address;
- postal address;
- telephone number;
- and any other information contained in my CV to assess suitability for the position I have applied for, or for any other position to be considered.

I acknowledge that I have voluntarily provided this information to ICE - Agency for the promotion abroad and internationalization of Italian companies and that it will be subject to computer processing in order to carry out the selection procedure for the position of Trade Analyst, or Assistant Trade Analyst, at the ITA Office in Brussels.

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This personal data will be kept for as long as necessary to carry out the processing indicated above or for other essential purposes such as compliance with legal obligations, resolution of any disputes and application of agreements.

In accordance with the local Data Protection Act "Informatique et Libertés" and the European **Regulation 2016/679 of 27 April 2016 (GDPR)**, the candidate has the right to access and correct information concerning him/her. You also have the option of submitting a complaint by email to [privacy@ice.it](mailto:privacy@ice.it), or by visiting the [www.ice.gov.it](http://www.ice.gov.it) website.

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Place and date:

Signature (complete and legible):