



ITALIAN TRADE AGENCY

Trade Promotion Office of the Italian Embassy  
to the UAE, Oman and Pakistan

## JOB ANNOUNCEMENT

### ITA Dubai is currently recruiting for a Trade Analyst (One year, full time)

The Italian Trade Agency in Dubai:

The Italian Trade Agency (“ITA”) is a governmental entity with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry for Economic Development. ITA provides information, support and advice to Italian and foreign companies.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses. ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other, as well as attracting Foreign Direct Investments to Italy.

### TRADE ANALYST - Dubai

#### The Role:

ITA is looking for a Trade Analyst to work within the Dubai Office. The Trade Analyst will assist with the promotion and internationalization of Italian companies in the UAE, Oman and Pakistan.

#### Key Responsibilities:

1. Organization of promotional events such as fairs, exhibitions, workshops, seminars B2B, B2G, B2C;
2. Assistance to Italian and UAE companies interested in importing / exporting;
3. Dealing with suppliers and companies in a professional manner by order of priority, both on telephone and e-mail;
4. Assistance in the organization of trade missions to and from the UAE, Oman and Pakistan and Italy i.e. booking airline tickets, hotels, etc.;
5. Assistance in general office clerical activities;
6. Excellent knowledge of computer systems;
7. Assistance in using the main Italian Trade Agency’s online platforms;
8. Creation of graphic material, promo-advertising for the various promotional initiatives;
9. Assistance in the annual preparation of the Italian Trade Agency promotional program for the UAE, Oman and Pakistan;

10. Able to have regular contact with our Head Office in Rome regarding office activities;
11. Registering our services to Italian companies on our CRM systems and sending the invoices;
12. Management and updating files related to our tariff services and monitoring the revenue and results achieved;
13. Skills and competences in statistics and market research;
14. Able to support ITA with complex events in terms of preparation and execution, in addition to ordinary program of activities;
15. Able to manage administrative duties as per Italian regulations;
16. Performing other related ad-hoc duties to support the team as required.

**Essential requirements:**

- a) Bachelors' or master's degree preferably in Economics/ Management/ Marketing/ International Relation/ other degrees relevant to the assignment;
- b) Proficiency in English (spoken and written)
- c) Excellent knowledge of computer systems and Windows Office tools (Excel, Word, PowerPoint, etc ...);

**Candidates who do not have the above-mentioned requirements will not be taken into consideration for the selective tests.**

**Additional requirements:**

- a) A minimum of two years' experience in a similar role - in the private and / or public sector is considered preferential;
- b) Strong organizational skills;
- c) Flexibility to work with different teams and able to work within a team and independently;
- d) Good knowledge of internationalization activities;
- e) Good knowledge of graphics, promotional and advertising material;
- f) Experience of working in an international group would be beneficial;
- g) Knowledge of Italian administrative governmental procedures;
- h) Knowledge of software systems for general office activities;
- i) Result-oriented, resourceful, positive approach to problem-solving;
- j) Good command of Italian language will be an additional plus;
- k) Good command of Arabic language will be a plus;
- l) Immediate or short-term availability.

**It is mandatory to receive the following documents at the time of the application:**

- a) **Presentation letter in English;**
- b) **An updated CV in English;**

- c) **Copy of Educational certificates;**
- d) **Copy of current and valid passport;**
- e) **Copy of valid emirates visa and ID;**
- f) **Self-declaration which states:**
  - **Nationality;**
  - **Valid UAE residency at the time of application;**
  - **Tax residence in the UAE;**
  - **Absence of any criminal sentences as well as pending charges both in the UAE and the country of citizenship (issued by the competent authorities)**

Failing to submit the above-mentioned documents applicants will not be selected for the examination tests.

**Job Location:**

Dubai Internet City - Dubai, UAE

Sheikh Zayed Road - Exit 22 or Nakheel Metro Station

Arengo Tower - Office 506&508

Hours of Work: Sunday to Thursday office hours

**Instructions for submission:**

Send your CV and Self-declaration that verifies the possession of the requirements **ONLY BY EMAIL** to: dubai@ice.it Attn. Amedeo Scarpa, specifying on the email subject: "JOB APPLICATION FOR TRADE ANALYST POSITION AT ITA OFFICE IN DUBAI"

The closing date for applications is Sunday 23th December 2019, 11:59 pm Dubai local time.

ONLY those candidates who meet the above-listed requirements will be contacted for selective tests (in English and Italian) within January 2020.

**Selection procedures:**

1. Written test: starting from 3 different topics - one will be randomly extracted, and the candidate will be asked to develop a short essay concerning the promotion of Italian projects in the UAE or concerning the ways in which you would assist an Italian company in the search for a distributor, etc ...
2. Practical test: computer test to prove general knowledge of PC use;
3. Speaking test: in English

4. Italian conversation related to the job description, professional experiences, skills of the candidate, ITA activities and other economic matters (Italian will be tested if its knowledge be claimed)

5. Arabic conversation related to the job description, professional experiences, skills of the candidate, ITA activities and other economic matters (Arabic will be tested if its knowledge be claimed)

**Final ranking:**

The candidates will be evaluated on a 1-10 scale for each test.

For the additional Italian test the maximum score will be 2/10.

For the additional Arabic test the maximum score will be 1/10.

*Successful candidate will be required to provide original copies of the documents mentioned in the self-declaration.*

**Salary:**

The basic salary is Euro 31.200,00 for a full-time position.

**IMPORTANT NOTICE**

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, 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 ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

This selection may be suspended and/or cancelled at any moment and for any reason by the Italian Trade Agency in Dubai at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

ITA will acknowledge receipt of all applications but only candidates selected for the tests will be contacted.