

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

**ITALIAN TRADE AGENCY  
TEMPORARY ASSIGNMENT ITA EXPO 2020 DUBAI DESK COORDINATOR**

**NEW NOTICE**

***(previously publicized as Temporary Appointment – Italian Trade Agency – Promotional Desk Expo2020 (Dubai))***

**The Italian Trade Agency in Dubai**

The Italian Trade Agency (ITA) is a Government entity which promotes the internationalization of the Italian companies, in line with the strategies of the Ministry of 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 offices linked to the Italian Embassies and Consulates, working closely with local authorities and businesses. ITA provides a wide range of services helping Italian and foreign businesses to establish long term relations, as well as to attract Foreign Direct Investment to Italy.

The Italian Trade Agency in Dubai is responsible for the United Arab Emirates, Oman and Pakistan.

**1. Job description**

The Italian Trade Agency (hereinafter ITA) is looking for an **ITA EXPO 2020 DUBAI DESK COORDINATOR** (hereinafter “Coordinator”) in charge of supporting the Agency in carrying out promotional activities related to Expo 2020 Dubai.

The assignment agreement shall be limited. Terms of appointment shall be twelve (12) months, full time. Place of work shall be Dubai ITA Office. Designation shall be ITA EXPO 2020 DUBAI DESK COORDINATOR.

**2. Scope of work**

The Coordinator shall support Dubai ITA Office in establishing the ITA EXPO 2020 DUBAI DESK (hereinafter ITA DESK) which aims to assist Italian companies in accessing Expo 2020's opportunities.

The scope of work will be to support ITA Dubai to create and organize the ITA DESK, to monitor business opportunities; to provide information, support and advice to Italian companies interested in developing their business within Expo 2020; to prepare a database of high profile contacts related to Expo 2020; to organize b2b meetings; to create contents for the website dedicated to Expo 2020, for the monthly newsletter and for social media; to support Dubai ITA Office in the organization of promotional events related to Expo 2020 Dubai.

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### **Duties and responsibilities**

In more details, the activities of the Coordinator shall include, among others, the following:

- to support ITA Dubai in the creation and organization of ITA EXPO 2020 DUBAI DESK;
- to analyze the existing and forthcoming opportunities/tenders for Italian companies related to EXPO 2020;
- to provide basic legal, fiscal and technical information;
- to prepare a database of high-profile contacts related to Expo 2020;
- to create contents for the website in Italian and English language;
- to create contents for a monthly newsletter in Italian and English language, as well as for social media;
- to support ITA Dubai in the organization of promotional events related to Expo 2020 Dubai, such as seminars, workshops, b2b meetings, trade and institutional delegations' visits, etc.

The activities will be carried out in compliance with guidelines issued by the Italian Trade Agency. The Coordinator will report to the Dubai Office's management.

### **3. Requirements (shall be met on the deadline submission date)**

#### Necessary

- Minimum 2 years residency in the United Arab Emirates;
- Bachelor or Master's degree (Economics/Law/Management/International Relations/Other degrees relevant for the assignment);
- Fluency in English and Italian languages (proficiency will be tested with a written and oral test)

**Candidates without the above mentioned requirements will be excluded from the selection procedure.**

#### Recommended

- At least three years of experience in similar jobs – in private or public sector;
- Good knowledge of the business environment in Italy and in the UAE;
- Experience in the organization of promotional activities;
- Good proven skills in PR and in communication and social media activities;
- Strong knowledge of Italian and UAE administrative and tender procedures;
- Knowledge of web and computer technologies (i.e. Excel and Power Point, social media, etc.)
- Good communication skills, organizational ability, multitasking and innovation attitude, work by objectives and results - orientation;
- Good command of Arabic language
- Previous experience in Shanghai Expo 2010 and Milan Expo 2015

**Selection will be undertaken only for valid candidates meeting most of recommended requirements.**

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#### **4. Requested documents to be presented for the selection:**

- Detailed CV duly signed in Italian or English highlighting possession of the requirements. Proof of stated skills and experience might be requested.

The following documents shall accompany the curriculum vitae:

- Motivation letter
- Valid Emirates ID (copy)
- Valid Emirates Visa (copy)
- University or master's degree (copy)
- Available language certificates (copy)

#### **5. Selection procedure and final ranking**

Candidates with valid CVs/documentation and possessing the requirements will be invited for an interview at our office in Dubai.

The object of the interview will be:

- A) Translation into English of a short ITALIAN test on economic matters without dictionary;
- B) Translation into Italian of a short ENGLISH test on economic matters without dictionary;
- C) Italian conversation related to the job description, professional experiences, skills of the candidate, ITA activities and other economic matters;
- D) English conversation related to the job description, professional experiences, skills of the candidate, ITA activities and other economic matters;
- E) Practical test on the use of Microsoft office automation software packages;
- F) 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)

Date and time of the interview will be communicated only via the email address specified in the CV.

Selected candidates for the interview must show a valid ID to be admitted.

At the end of the selection procedure, a final ranking will be prepared.

#### **6. Minimum Score and final ranking**

The requirements set forth in point 4 will be evaluated on a scale of one to ten.

The test set forth in point 6 will be evaluated on a scale of one to ten. Candidates need to get a minimum score of 6/10 in each test (from A to E) to be admitted to the final ranking.

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

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In case the outcome of the first interview is positively evaluated, the candidate will be summoned for a second interview aimed to go through the topics analyzed during the first interview and to deepen the knowledge of the candidate's attitude.

The second interview will be evaluated on a scale of one to ten.

Final ranking will be the average of the two interviews.

## **7. Commencement of activities**

The successful candidate (first position in the final ranking)

- will be offered to sign a one-year full time contract with ITA Dubai;
- will be required to submit all the necessary documents and to be available for service on the date requested by ITA Dubai, else the next candidate in the ranking will be summoned.

Contract's validity is subject to Italian Ministry of Foreign Affairs and International Cooperation mandatory approval.

Applicable law will be the UAE Labor Law.

The candidate may be required to travel internationally if necessary.

Curriculum vitae and required documents to be sent only to [dubai@ice.it](mailto:dubai@ice.it) , kind attention of Gianpaolo Bruno and Marilena Procaccio. Please specify in the subject: **Temporary Assignment ITA Expo2020 Dubai Desk Coordinator.**

**Deadline for the submission: 21<sup>th</sup> February 2019 12.00pm Dubai local time.**

**Candidacies arrived later than the deadline date or without the required CV and documents will not be considered.**

## **IMPORTANT NOTICE**

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

Dubai, February 7<sup>th</sup> 2019