

Johannesburg, 02.09.2021
Prot. n. 0098320/21
Ass. n. 749021

ICE AGENCY (ITA)

SELECTION OF TWO ASSISTANT TRADE ANALYSTS

Please read carefully and verify the requirements in advance. Incomplete submissions will not be accepted. Once a complete submission is received, you are deemed to have understood and agreed with the terms and conditions. Should you have any questions before submission, feel free to contact ITA Johannesburg Office at the email indicated below.

1. **EMPLOYER**

ICE Agency (ITA) – 42, Chester Road - 2193 Parkwood – Tel 002711/8808383 - Johannesburg – email: johannesburg@ice.it - represented by Mrs. Marucci Antonella, Director of the Johannesburg Office.

2. **BACKGROUND**

ICE Agency (ITA) – following referred to as ITA – is the Government entity which promotes the internationalization of Italian companies according to the policies of the Italian Ministry of Foreign Affairs and International Cooperation. ITA provides support to Italian companies for the internationalization of their activities. ITA is headquartered in Rome and operates through a network of offices worldwide linked to Italian Embassies and Consulates while also working closely with local authorities and businesses.

ITA provides a wide range of services among which:

- Selection of business partners;
- Bilateral trade meetings with Italian companies;
- Trade visits to Italy;
- Participation in local exhibitions;
- Seminars conducted by Italian advisors.

For more information on ITA and its presence in Italy and in the world, please visit ITA website www.ice.it (Italian/English).

3. DESCRIPTION OF SELECTION

The ITA office in Johannesburg is setting up the procedure for the selection of two employees to be hired on a permanent contract with the qualification of Assistant Trade Analyst. (cod. 3.1 Marketing).

Following are the tasks that will be assigned to the selected candidate:

- elaboration of sector statistics through the platforms made available by the ITA Office in Johannesburg;
- elaboration of profiles of local operators extrapolated from the lists made available by the ITA Office on the basis of the indications of the Trade Analysts of the ITA Office in Johannesburg;
- selection and publication of news, information, photos and videos on the website and on the social networks of the ITA Office in Johannesburg on the basis of the indications of the Director of the Office;
- collaboration with the Trade Analysts of the Office in the promotion, assistance and information activities for the reference product sectors, based on the indications of the Director of the Office;
- collaboration with the Director and the Trade Analysts of the Office for any external contacts relating to the areas of competence;
- collaboration with the Director and the Trade Analysts of the ITA Office in Johannesburg on the occasion of particularly important and complex promotional initiatives.

4. GENERAL REQUIREMENTS FOR ADMISSION

Candidates with the following requirements can participate in selection tests:

- a) have, on the date of this notice, completed the 18th year of age;
- b) have not, at the date of this notice, exceeded the 60th year of age;
- c) are of a healthy physical constitution;
- d) are in possession of the following qualification: Degree.
Possession of a Bachelor's in Economics or Finance will entitle to an increase in the score as indicated in point 10 below –“Evaluation of additional requirements”;
- e) are South African citizens or are in possession of residence in South Africa for at least two years.
ICE Agency (ITA) in Johannesburg cannot issue any work visa;
- f) absence of any criminal convictions as well as pending charges;
- g) good knowledge and use of internet and the most popular social networks (Facebook, Instagram, Twitter, etc.).

5. **ADDITIONAL REQUIREMENTS**

Additional requirements considered:

- h) knowledge of the Italian language (written and spoken);
- i) have obtained a Bachelor's in Economics or Finance studies, or equivalent subjects, attaching an authentic copy;
- j) have had previous work experience with duties equivalent to those referred to in this notice, attaching the letters of reference from previous employers.

6. **INSTRUCTIONS FOR SUBMITTING APPLICATIONS TO PARTICIPATE**

To participate in the selection tests, candidates should send the following documents:

- a) application form, signed and scanned, **to be drawn up in English** according to the PDF model downloadable [here Application-form-English](#);
- b) copy of a current valid identity document;
- c) Curriculum Vitae in English.

Questions and attachments should ONLY be sent VIA EMAIL to: johannesburg@ice.it
Att. Mrs. Antonella Marucci - **no later than h. 11:00 am on September 30th, 2021.**

In the application form for admission to the tests, candidates will declare under their own responsibility:

- a) surname, first name, date, place of birth and residence;
- b) address to which any communications must be sent;
- c) to be of healthy physical constitution;
- d) the citizenship or citizenships they possess;
- e) that they have no criminal convictions as well as pending criminal proceedings against them in Italy and abroad;
- f) possession of the required qualification

in addition, for the attribution of the additional scores provided for in point 10 below - "Evaluation of additional requirements", candidates who:

- g) wish to undergo the optional Italian language test, they must indicate this in the application form;
- h) have obtained a Bachelor's in Economics or Finance or equivalent subjects, they must indicate this in the application form;
- i) have had previous work experience with duties equivalent to those referred to in this notice, they must attach the reference letters from previous employers.

7. EXCLUSION FROM THE SELECTION PROCEDURES

The following items determine the exclusion from the selection tests:

- a) applications who do not show the possession of all the requirements prescribed in the previous point "4) -General requirements for admission";
- b) applications without handwritten signature;
- c) applications sent or submitted after the deadline established in the previous point "6) -Instructions for submitting applications to participate" of this announcement.

8. EXAM TESTS

Candidates who meet the above requirements will be subjected to a series of theoretical and practical tests which will consist of:

1. Written English, aimed at verifying the candidates' knowledge of the activities carried out by the ICE-Agency. This test will be carried out without a vocabulary and with the use of a personal computer. Candidates will have a maximum time of 40 minutes.
2. Interview to verify the candidates' professional aptitudes, their communication skills and their conditions as people effectively integrated into the local environment. The test will consist of a conversation in English, aimed at verifying their level of knowledge, during which candidates must read and comment, without using the dictionary, a short text;
3. A practical test aimed at ascertaining knowledge of the main IT tools and related applications, to ensure the proper performance of office duties.
4. Optional Italian language test: aimed at verifying the candidates' knowledge of this language. The test will consist of:
 - a) a written test, without the use of the dictionary, for which the candidate will have 40 minutes;
 - b) a conversation in Italian and without using the dictionary, during which you will be asked to read and translate a short text.

9. MINIMUM ELIGIBILITY SCORE

To achieve eligibility, candidates must obtain an average of at least 70/100, with scores of no less than 60/100 in each test.

10. EVALUATION OF ADDITIONAL REQUIREMENTS

As indicated in the previous point "5) - Additional requirements", for the purposes of forming the final ranking of suitable candidates, additional scores may be attributed if the candidate:

1. took the optional Italian language test:
 - at most 10/100 points
2. is in possession of Bachelor's in Economic o Finance studies, or equivalent subjects:
 - 5/100 points;
3. for each work experience with duties equivalent to those referred to in this notice:
 - 1/100 points, up to a maximum of 3/100.

4. DOCUMENTATION

The winning candidate must produce the certification listed below:

- a) birth certificate
- b) certificate/s of citizenship/s held;
- c) certificate attesting to residence in South Africa. For non-South African citizens, the certificate must attest to residence for at least two years prior to the date of the application submission deadline;
- d) certificate of healthy physical constitution;
- e) certificate relating to the absence of any criminal convictions as well as pending charges issued by the local competent authorities. If an Italian citizen, also the certificate released from the *Casellario Giudiziale e dei Carichi Pendenti*;
- f) certified copy of academic qualifications (foreign qualifications must be accompanied by an official translation and a declaration of value issued by the competent Italian Consular Authority);

The certification produced by a foreign administration must be legalized. The certification drawn up in a foreign language must be accompanied by a translation that conforms to the original.

The certification referred to in points a), b), c), d) must be submitted within 15 working days from the date of the request by the Office. The remaining documentation must be presented before the signing of the contract.

It should be noted that Italian and European Union citizens, in place of the certification referred to in points a), b), c), e), f) must submit the appropriate self-certification declarations referred to in Article 46 of DPR 445 of 28 December 2000, limited to the hypotheses of which the status, personal qualities and facts are contained in Italian or European Union public registers and the possibility of access for any checks is given.

Should subsequent checks reveal the untruthfulness of the content of the self-declarations, the person concerned will incur the criminal sanctions referred to in Article 76 of the aforementioned Presidential Decree no. 445/2000, immediately forfeiting the use and any other benefit that may be obtained on the basis of the false declaration.

On the basis of the elements acquired from the questions submitted in due time, a list of candidates admitted to sit the tests will be formed and will be summoned by means of a written communication (e-mail) sent to the interested parties at least 10 days before the date set for the tests.

For the obligations provided for in this notice, a special Judging Commission will be set up.

The successful candidate will not be able to start employment until after obtaining the authorization from the Embassy of Italy in South African.

5. PROCESSING OF PERSONAL DATA ACCORDING TO REGULATION (EU) 2016/679

The sole subject in charge of the proceeding [Responsabile Unico del Procedimento (RUP)] is **Mrs. Antonella Marucci - Director of the ICE Agency (ITA) in Johannesburg.**

Data Controller and Personal Data Protection Officer

Personal data are processed by automated means for institutional, administrative and accounting purposes. The Data Controller is ICE Agency.

Rights can be exercised at any time, pursuant to Articles. 15 et seq. of the Regulation, by sending an e-mail to *privacy@ice.it*.

Purpose of the processing

The processing of your personal data is carried out by ICE Agency, in carrying out its activities related to the establishment, management and execution of contractual relationships, including the management of the pre-contractual relationship. In particular, your data will be processed using IT and non-IT tools, for the following purposes:

- a)** execution of obligations strictly related to the recruitment / management of personnel; the provision of data for these activities is essential for the correct management of the employment contract / relationship (Article 6, paragraph 1, letter b);
- b)** fulfillment of the obligations deriving from the law, regulations and community legislation (eg accounting and tax obligations) for which the provision of data is mandatory (Article 6, paragraph 1, letter c);
- c)** fulfillment of obligations and exercise of specific rights of the Data Controller or of the data subject in the field of labor law and social security and social protection, to the extent authorized by Union law or by a national law or by a collective agreement, in the presence of appropriate guarantees for the fundamental rights and interests of the data subject (Article 9, paragraph 2, letter b);
- d)** establishment, management and termination of employment relationships of any kind,



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including unpaid or honorary, and other forms of employment, trade union matters, employment and compulsory placement, social security and assistance, protection of minorities and equal opportunities in the field of employment relationships, fulfillment of remuneration, tax and accounting obligations, hygiene and safety at work or safety or health of the population, ascertainment of civil, disciplinary and accounting liability, inspection activities (Legislative Decree 10 August 2018 n.101, art . 2 sexies paragraph 2, which adapts the Code regarding the protection of personal data D.lgs. 196/2003 to the provisions of Regulation (EU) 2016/679 - RGPD,)

Guarantees of respect for personal rights and freedoms

ICE Agency aims to protect the personal data of its employees and collaborators, binding their processing to the principles of correctness, lawfulness and transparency provided for by the Regulations. Only adequate personal data, relevant and limited to what is necessary with respect to the purposes for which they are collected and processed are processed.

The data are processed by adequately trained personnel, who work as personnel authorized to process the data, according to principles of correctness, lawfulness, transparency, relevance and not excess with respect to the purposes of collection and subsequent processing.

The processing takes place in such a way as to guarantee adequate security of personal data, through the use of automated tools, as well as confidentiality and protection, through technical organizational measures aimed at preventing data loss, illicit or incorrect use and unauthorized access.

Personal data may also be managed through online software or cloud services, located within the European Union, in compliance with the rights and guarantees provided by the General Data Protection Regulation (EU) 2016/679 (RGPD).

Data retention time

Personal data will be kept for a reasonable period with respect to the processing purposes indicated above and in compliance with all legal obligations.

Sharing of data with other subjects

In carrying out its Public Administration activities, the data may be disclosed to subjects that carry out control activities, public bodies or administrations, including tax authorities, as well as subjects entitled by law to receive such information, Italian and foreign judicial authorities and other public authority, for the purposes related to the fulfillment of legal obligations, or for the fulfillment of the obligations arising from the contractual relationship, including the need for defense in court.

The complete and updated list of subjects who process data as data processors is available upon request at the e-mail address: privacy@ice.it

Rights of the interested party

The interested party can exercise their rights at any time and in particular access their personal data, request their correction or limitation, updating if incomplete or erroneous, and cancellation if collected in violation of the law, as well as oppose their treatment. without prejudice to the existence of legitimate reasons on the part of the Data Controller. They also have the right to portability, i.e. to receive personal data in a structured format, commonly used and readable by an automatic device.





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To this end, it is possible to contact the Data Controller or the Data Protection Officer. Finally, we inform you that it is possible to lodge a complaint with the Italian Supervisory Authority - Guarantor for the protection of personal data - Piazza Venezia n. 11 - 00187 Rome

For more information, you can send a request to the e-mail address: privacy@ice.it.

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ICE Agency (ITA) in Johannesburg does not discriminate on the basis 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, the recruitment, training and promotion of its staff.

If all the requirements of education, skills, technical qualifications and experience are met, the selection criterion will be the ability to perform the work in the specified conditions of service. All staff will receive equal opportunities, based on performance and skills.

IMPORTANT NOTICE

This selection could be suspended and/or cancelled at any moment and for any reason by the ICE Agency (ITA) in Johannesburg at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

A handwritten signature in black ink, appearing to read 'Antonella Marucci', is written over a horizontal line.

Antonella Marucci
Director
ICE Agency
Johannesburg – South Africa

