



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 Secretary (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.

SECRETARY – ITA Dubai

The Role:

ITA is looking for a Secretary to work within the Dubai Office. The Secretary will take care of the administrative and organizational tasks to support its daily operation.

Key Responsibilities:

1. Perform general secretarial duties for the management and the team (receiving phone calls, drafting letters and notes, managing agenda and organizing meetings)
2. Sort, record and forward regular and electronic mail
3. Archive and file office documents

4. Assist management and the team with necessary arrangements related to meetings or events, planning and organization of travel missions
5. Prepare purchase contracts and other administrative documents
6. Upload information and news in to databases and calendars
7. Prepare documents, memo and reports as requested
8. Support colleagues on tasks related to accounting and administration

Qualifications and experience required:

- a) Bachelor's Degree
- b) Proficiency in English and Italian (spoken and written)
- c) At least two years of experience in a similar role
- d) Skillful use of Windows Office tools (Excel, Word, PowerPoint, etc ...) in addition to Internet, Google suite, database software, CRM, etc.
- e) Keen on learning Italian administrative governmental procedures and new ITA system programs
- f) Ability to manage multiple tasks at once
- g) Enthusiasm, creativity and proactiveness
- h) Ability to integrate in a multicultural environment
- i) Result-oriented, resourceful, positive approach to problem-solving;
- j) 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.



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Job Location:

Dubai Internet City - Dubai, UAE

Sheikh Zayed Road - Exit 22 or Nakheel Metro Station

Arenco 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. Gianpaolo Bruno

The closing date for applications is Sunday 9th June 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 July 2019.

Selection procedures:

1. Written test: the applicant will be asked to create a short essay concerning general and corporate knowledge
2. Practical test: Office package literacy test
3. English conversation related to the job description, professional experiences, candidate skills and competences, ITA activities and other commercial matters
4. Italian conversation related to the job description, professional experiences, skills of the candidate, ITA activities and other commercial matters

Final ranking:

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

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





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Salary:

The basic salary is Euro 24.600,00 for a full-time position per one year.

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.

