

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

Temporary appointment – Italian Trade Agency – Promotional Desk Expo2020 (Dubai)

The Italian Trade Agency (ITA) is looking for an **EXPO 2020 Desk Assistant** (hereinafter “Assistant”) with outstanding communication and organizational skills, experience in digital marketing and social media.

Employment Agreement shall be limited. Terms shall be twelve (12) months, full time. Place of work shall be Dubai ITA Office. Designation shall EXPO 2020 desk assistant.

Scope of work and job description

The Assistant shall support the Dubai ITA Office and EXPO 2020 Desk Manager in all the activities related to the Agency’s Expo 2020 Desk.

The scope of work will be to provide information, support and advice to Italian companies interested in developing their business for Expo 2020; to develop and update the website dedicated to Expo 2020; to develop and update a monthly newsletter; to manage related social media; to give administrative assistance to the Expo 2020 Desk Manager; to support Dubai ITA Office and EXPO 2020 Desk Manager in the organization of promotional events.

Minimum requirements

The Assistant must have gained expertise in communication, digital marketing, foreign trade and business activities, and must have good administrative skills.

Duties and responsibilities

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

- to analysis the existing and forthcoming opportunities/tenders for Italian companies related to EXPO 2020;
- to provide basic legal, fiscal and technical information;
- to develop and update a website in Italian and English language;
- to support the creation of a monthly newsletter in Italian and English language, as well as social media;
- to assist ITA Dubai and Expo 2020 Manager in the organization of promotional events such as seminars, workshops, b2b meetings, trade delegation visits, etc.
- to provide administrative assistance to Dubai ITA Office and EXPO 2020 Desk Manager
- to provide assistance for Italian companies wishing to participate in the supply of goods and services for the Italian Pavilion.

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

Requirements

- Bachelor's degree in economics, business, communication, marketing or digital marketing;
- At least two years of experience in similar jobs – in private or public sector;
- Knowledge of the business environment in Italy and in the UAE;
- Strong experience in digital communication/ web technologies (newsletters, internet, social media, etc.);
- Good knowledge of the Italian and UAE's administrative system and tender procedures;
- Outstanding communication skills, organizational ability, multitasking attitude, work by objectives and results' orientation;
- Fluency in English and Italian, Arabic is an added plus.

Curriculum vitae to be sent to dubai@ice.it to the kind attention of Gianpaolo Bruno and Marilena Procaccio.

Deadline for the submission: 26th February 2018