

NOTICE OF RECRUITMENT OF AN ASSISTANT TRADE ANALYST AT ITALIAN TRADE COMMISSION – MUMBAI OFFICE

INTRODUCTION OF ITALIAN TRADE COMMISSION

The Italian Trade Commission (“ICE-ITA”)¹ is a governmental entity with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Economic Development and the Ministry of Foreign Affairs. ICE-ITA provides information, support and advice to Italian and foreign companies.

More information you can find at: www.ice.gov.it

ICE-ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other just to name a few:

- identification of possible business partners;
- bilateral trade meetings with Italian companies;
- business delegation visits to Italy;
- official participation in local fairs and exhibitions;
- forums and seminars with Italian and foreign companies;

VACANCY FOR ONE (1) POSITION OF ASSISTANT TRADE ANALYST

The Italian Trade Commission – Mumbai Office (ICE-ITA) is looking for an Assistant Trade Analyst in charge of supporting the Office in carrying out promotional activities. The employment agreement could be permanent, only after a positive probation period of three months from the time of signing the contract.

¹ ICE Agenzia is the Italian acronym for the whole organization. The name of the organization in English is ITA (Italian Trade Agency), and the Italian Trade Commission is the name of the Branch, Mumbai in this case



ITALIAN TRADE AGENCY

Place of work will be Mumbai ICE-ITA Office and the designation will be Assistant Trade Analyst.

Scope of work and job description

The Assistant Trade Analyst will support Italian Trade Commission - Mumbai Office mainly to assist Italian companies in accessing the Indian market's opportunities; to monitor business opportunities; to provide information, support and advice Italian companies interested in developing their business in Indian market and vice versa; to organize b2b meetings, market research, technical assistance, but not only.

Main duties and responsibilities

The activities of an Assistant Trade Analyst will include, among others, the following:

- Plan, organize and coordinate trade shows and various promotional events such as seminars, workshops, meetings, missions and political delegations to/from Italy;
- Prepare and manage budget for promotional activities;
- Conduct market research analysis for different industry sectors;
- Assist Italian companies planning to penetrate into the India market, as well as Indian companies interested in Italian products/companies/investments;
- Facilitate and respond to inquiries of Italian & Indian companies;
- Negotiate with suppliers and draft related documents (such as contracts);
- to provide commercial and technical information, information on customs duties, statistics and foreign trade.

Mandatory/Minimum Requirements

1. Candidates above the age of 18 years are eligible to apply for this position;
2. Candidate must be an Indian resident and/or taxpayer in India;
3. Perfect knowledge of English language (written and spoken);
4. Bachelor Degree in economics, commerce, or international relations;
5. Strong computer skills;
6. Excellent interpersonal, communication and organizational skills;
7. Proactive attitude, work by objectives and a result oriented approach;
8. Knowledge of Italian language

Preferential selection criteria:

1. Master Degree in economics, commerce, or business, international relations;





ITALIAN TRADE AGENCY

2. Previous work experience at the Italian Embassy/Consulates in India or Italian companies based in India;
3. Previous work experience with industry associations in India;
4. At least two years of work experience in similar jobs - in private or public sector;
5. Knowledge of Indian administrative and tender procedures;
6. Knowledge of business environment and Public administration of India;
7. Experience in organizing trade events defined above;
8. Experience in managing PR and communication campaigns;

The candidate if recruited should be ready to travel locally and internationally when required.

The starting monthly salary provided by ITA – Italian Trade Agency will be 700 Euro net excluding bonus, provident fund & gratuity. ITA will pay for an insurance (hospitalization & accident) only till the period of employment with us. Also a basic medical check up from a registered doctor with ITA.

Candidates lacking the mentioned minimum requirements will not be considered.

HOW TO APPLY

In order to apply for this vacancy, the candidates must fill in the attached Application Form only by to the following address email mumbai@ice.it, attaching the following documents. No applications via courier or in person shall be entertained.

Forms not undersigned and not fully and duly filled will not be taken into consideration.

DOCUMENTS TO BE ATTACHED ALONG WITH THE APPLICATION FORM

1. CV (European format);
2. Identity card with photograph (self attested copy to be attached);
3. Master / Bachelor Degree from a recognized University
4. Working Permission (if not Indian citizen)
5. PAN card Document
6. Proof of citizenship

DEADLINE

10th May 2019, Friday by 12:00 pm



The email address is mumbai@ice.it

Any applications received (even via email) beyond the mentioned date and time will not be taken into consideration.

While sending the application via email, the candidate must mention the subject of the email as: **“REF. VACANCY FOR THE POST OF ASSISTANT TRADE ANALYST: ITALIAN TRADE COMMISSION / MUMBAI”**

Candidates will be subjected to a test regarding to below mentioned topics to ascertain the suitability to perform functions related to the advertised position. To evaluate the final score, each test will have a score of 1.25, where the minimum eligibility points is 15.

Written test will be as below.

1. Italian language
2. Knowledge of International Marketing;
3. Knowledge of Italian Trade Agency;
4. Knowledge of international Trade;
5. Knowledge of import and export;

After evaluation and attaining the minimum eligibility points of 15 the candidate will be further subjected to the below mentioned tests

1. Practical test aimed at ascertaining the knowledge of the main IT tools and their applications (such as word, excel, power point). The content and difficulty of the test will be graded according to the level of the position of Assistant Trade Analyst; (max score of IT practical test: 25 points)
2. Translation of a paragraph from English to Italian language without the use of the dictionary; (max score of translation test: 25 points)
3. Oral questions on the topics mentioned before will be in English; (max score of oral questions: 25 points)

Written and oral tests will be in English.



ITALIAN TRADE AGENCY

The final selection of the candidate will be subject to verification of all the documents (in original) submitted by the candidate:

1. Proof of Indian residency and citizenship;
2. Certification of no current or pending criminal convictions (provided by National Authority);
3. Certified copy of all Educational Degrees;
4. Certificate of previous work experience from employers.

After deadline ITA-ICE Mumbai will send by email a formal invitation to invite applicants for examination which will take place not later than **May 31st 2019**.

Please note that the recruitment is subject to internal procedures along with a no objection from Italian authorities. For the candidates who pass the examination, the recruitment will be valid, executed and effective only after signing the formal employment contract.

Passing the above mentioned examinations does not automatically imply any obligation for ITA-ICE to recruit or sign the employment contract with the selected candidates, nor is to be intended as his/her automatic recruitment at the office of ITA-ICE in Mumbai.

ITA-ICE Mumbai will not be providing any sort of accommodation or traveling allowance for the practical test and interview. Also if the candidate is selected ITA-ICE Mumbai do not provide any office quarters or assistance in finding an apartment in Mumbai.

Recruitment is possible and will be effective **only** if:

1. The selected person has met requirements / requisites / conditions as stated above;
2. All the certificates as required in the notice of recruitment are provided in original within 45 days from the date of selection;
3. Full completion of all internal procedures by Italian authorities after selection.
4. Signing of the employment contract with the Italian Trade Commissioner in Mumbai.
5. Full and positive completion of a probation period, as indicated in the employment contract signed with the Italian Trade Commissioner in Mumbai.





ITALIAN TRADE AGENCY

Written and oral test will be evaluated by a commission composed by ITA Mumbai employees. Results of written and oral tests will be published on ITA's website and will be emailed to the candidates as well.

For any queries please send an email at mumbai@ice.it

