

## **NOTICE OF RECRUITMENT OF AN ASSISTANT TRADE ANALYST AT ITALIAN TRADE COMMISSION – NEW DELHI OFFICE**

### **INTRODUCTION OF ITALIAN TRADE COMMISSION**

The Italian Trade Commission (“ICE-ITA”)<sup>1</sup> 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](http://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 – New Delhi 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.

Place of work will be New Delhi ICE-ITA Office, also known as Italian Trade Commission in New Delhi and/or Trade Promotion Office of the Italian Embassy in New Delhi and the designation will be Assistant Trade Analyst.

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<sup>1</sup> 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, New Delhi in this case

### **Scope of work and job description**

The Assistant Trade Analyst will support Italian Trade Commission - New Delhi 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 no 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 institutional / business delegations to/from Italy;
- Prepare and manage budget for promotional activities;
- Conduct market research analysis for different industry sectors;
- Assist Italian companies planning to trade with India and/or penetrate into the Indian market and interested to invest in India, as well as assist 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 citizen;
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;

**Preferential selection criteria:**

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

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

**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 [newdelhi@ice.it](mailto:newdelhi@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).

**DEADLINE**

**22<sup>nd</sup> June 2018, Friday by 12:00 pm**

**The email address is [newdelhi@ice.it](mailto:newdelhi@ice.it)**

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 / NEW DELHI”**

Candidates will be subjected to the following tests to ascertain the suitability to perform functions related to the advertised position. To evaluate the final score, each of the following mandatory tests will have a score from 1 (min.) to 10 (max.), where the minimum eligibility points is 6.

1. Perfect knowledge of English language (written and spoken);
2. 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;
3. Knowledge of general economics and international trade;

**To be eligible, the candidate must obtain at least 18 points in total for all three mandatory tests (minimum 6 points in each test as indicated above).**

Also, the candidate may request:

4. Conversation in Italian language along with an oral translation, without the use of the dictionary, of a short text from Italian to English and vice versa (max point: 5)

**For the Preferential selection criteria additional points will be assigned as follows:**

1. Master Degree in economics, commerce, or business, international relations (additional 3 points);
2. Previous work experience of at least 2 years at the Italian Embassy/Consulates in India (additional 2 points);
3. Previous work experience with industry associations in India or Italian companies based in India (additional 1 point);
4. At least two years of work experience in similar jobs - in private or public sector (additional 1 point);
5. Knowledge of Indian administrative and tender procedures (additional 1 point);

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 (from the Indian Authority);
3. Certification of physical and mental fitness from recognized medical practitioner;
4. Certified copy of all Educational Degrees;
5. Certificate of previous work experience from employers.

The final selection of the candidate will be subject to verification of all the documents (in original), submitted by the candidate, as mentioned above not later than 15 working days from the date of selection. ICE-ITA reserves the final right of the selection of the applicant.

**Deadline for applications submission (see the attached form to be filled in and undersigned) is Friday, June 22<sup>nd</sup> 2018, 12:00 pm. Any applications received (even via email) beyond the mentioned date and time will not be taken into consideration.**

The selection of applications will take place on **Wednesday, June 27<sup>th</sup> 2018** at ICE New Delhi Office (timing will be informed afterwards).

A formal invitation to invite applicants for examination on 27<sup>th</sup> June 2018 will be sent via email at the email address as mentioned by the candidate.

The candidates will be admitted to oral examination only if they meet formal and substantial requirements as stated above, otherwise there will be no response from our end.

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 New Delhi.

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 15 working 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 New Delhi.
5. Full and positive completion of a probation period, as indicated in the employment contract signed with the Italian Trade Commissioner in New Delhi.

**For any queries please send an email at [newdelhi@ice.it](mailto:newdelhi@ice.it)**