



Doha Office

JOB ANNOUNCEMENT

N. 1 Trade Analyst

Fixed-term contract at ITA promotional Desk in Bahrain - Manama

Introduction

The Italian Trade Agency (“ITA”; former “ICE”) is a Governmental entity which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Foreign Affairs (<https://www.ice.it/en/>)

It has its headquarter in Rome and operates worldwide through a large network of offices <https://www.ice.it/en/markets> in cooperation with Italian Embassies, Consulates and the whole diplomatic network.

ITA works closely with local authorities and business counterparts and provides a wide range of services (promotion, information, assistance, training) aimed at fostering the bilateral trade between Italy and the rest of the world and at helping Italian and foreign business counterparts to connect with each other, along with promoting Foreign Direct Investments to Italy.

Since 2013 ITA has its office in Qatar (<https://www.ice.it/en/index.php/markets/qatar/doha>), registered as “Trade Promotion office of the Italian Embassy”.

Since 2020 ITA Doha has a promotional Desk at the Embassy of Italy in Bahrain.

ITA Doha office, through this job announcement, is seeking **n. 1 Trade Analyst** to work on a **FTC (9 MONTHS)** at its Desk in Manama, full time.

ITA Doha urgently needs to fill the position. For this reason, this announcement has a shortened deadline for applications.

About the role

Under the supervision of the Director of ITA Doha, the ideal candidate shall support the activities of ITA Doha office in Bahrain according to the following tasks:

- market/sector analysis to identify new trade opportunities for Italian SMEs, and strategies and operational plans for their approach to Bahraini market;



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- organization of promotional events such as fairs, exhibitions, workshops and seminars B2B, B2G, B2C;
- provision of the services listed in the “ITA Catalogue of Services” <https://www.ice.it/it/servizi> to Italian SMEs;
- assistance to Italian and Bahraini companies interested in importing/exporting;
- identification and selection of trade delegations to/from Italy, as well as to/from Bahrain, including provision of logistic assistance;
- utilization of all dedicated ITA software for tracking and following the services and the initiatives (i.e. GED Electronic Protocol, CRM Customer Relation, Managing ServiceWeb for invoicing, and similar);
- management and monitoring of achieved targets;
- supporting FDI activities, with the support of the FDI Analyst in ITA Doha.

The ideal candidate has excellent knowledge of social media (Instagram, LinkedIn, Twitter, Facebook), strong organizational, interpersonal and communication skills, good time management through planning skills, strong ability to work within a team as well as independently, result-oriented, resourceful, positive approach to problem-solving, availability to travel in Italy and abroad accompanying the identified delegations.

Job location:

Embassy of Italy in Bahrain
Villa 1554 - Road 5647 - Block 356
Manama - Bahrain

Hours of Work:

Sunday to Thursday office hours (currently 08:30 – 16:45, 15 minutes break included)
– 40 hours/week –

Salary and duration:

Monthly salary: EUR 4.500,00 (inclusive of compulsory health insurance)
9-month contract – from 1st of April 2025(*) to 31st of December 2025

**The exact starting date could be established only after receipt of the no-objection statement from the Embassy of Italy in Manama*

The duration of the contract may be extended from the pre-defined 9 months up to 24 months if financial resources are available, and in any case, such an extension shall not result in a change to the nature of the contract from fixed-term to permanent.



Mandatory requirements at the time of application

- Master's degree in economics or business management, international relations, foreign languages, finance/marketing or equivalent.
- Previous work experience in an international environment.
- Eligibility to work in Bahrain and to have a Bahraini tax residency.
- Valid Passport or Bahraini CPR.
- Absence of any criminal sentences, as well as pending charges, both in Bahrain and in the country of citizenship
- Proficiency in English and Italian language (written and spoken)
- Professional knowledge of computer systems and Windows Office tools (Excel, Word, Power Point, etc.)
- Immediate or short-term availability (**Attention!** The recruitment is subject to a no-objection statement from the Embassy of Italy in Bahrain. After final selection of candidates, the contract will be awarded and become effective only upon receiving such official statement. The procedure can take up to 45 days. It's understood that no employment relationship will be established with the Diplomatic and Consular Representations or the Italian Ministry of Foreign Affairs and International Cooperation)

Only candidates who meet all the above-mentioned requirements will be considered.

Preferential requirements

- Good knowledge of Arabic language
- Previous experience in a similar role, in private or public sector

Application process and mandatory documents

Interested candidates must submit the following documents **ONLY BY EMAIL** to doha@ice.it Attn. Director Paola Lisi specifying in the subject line "**TRADE ANALYST POSITION AT ITA-DESK IN BAHRAIN**":

- A) Updated CV in English
- B) Self-declaration of commitment to transfer residence to Bahrain within 30 days of signing the employment contract, with simultaneous registration in the Register of Italians Resident Abroad (AIRE).

- C) Copy of educational certificates in English
- D) Copy of current and valid passport / Copy of valid Bahraini CPR
- E) Form 1 (attached): self and substitutive declaration regarding the possession of requirements duly filled in and signed which states:
 - Nationality
 - Previous work experience in an international business environment
 - Eligibility to work in Bahrain and to have a Bahraini tax residency
 - Absence of any criminal sentences as well as pending charges both in Bahrain and in the country of citizenship
 - Proficiency in English Language
 - Proficiency in Italian Language
 - Good Knowledge/Proficiency of Arabic Language
- F) Form 2 (attached): privacy policy
- G) Any other document useful to assess previous experiences in similar position or qualification

Deadline

The closing date and time for the application is **Monday, January 27th, 2025, 1:00 p.m. Doha Time.**

Applications received after such a deadline will not be accepted.

Only candidates who meet the above-listed requirements and that have submitted the requested documents by the above-indicated deadline will be considered for the selection process.

Candidates admitted to the selection process will receive an invitation via email by Monday, February 3rd, 2025. Tentative date for the selection is Sunday, February 23rd, 2025.

Selection procedure

The selection will take place in person at the Embassy of Italy in Bahrain. The Director of ITA Doha will appoint an Examination Board to carry out the selection, that will consist of three tests and two interviews, one in English and one in Italian:

Test n. 1 – Written paper in English: the candidates will be asked to write a summary in English, without the use of a dictionary, of an article in Italian on topics such as economics, foreign trade, Italian trade. **Duration of the test:** 45 minutes – **Score and evaluation criteria:** up to 10 points, based on clarity of exposition, terminological precision, and reasoning skills. **Minimum score to pass the test n. 1:** 6 out of 10

Test n. 2 – Written paper in Italian: the candidates will be asked to write a summary in Italian, without the use of a dictionary, of an article in English on topics such as economics, foreign trade, Italian trade. **Duration of the test:** 45 minutes – **Score and evaluation criteria:** up to 10 points, based on clarity of exposition, terminological precision, and reasoning skills. **Minimum score to pass the test n. 2:** 6 out of 10

Test n. 3 - Computer test: the candidates will be asked to process a text and/or a spreadsheet and/or a presentation using Windows Office package. **Duration of the test:** 30 minutes – **Score:** up to 10 points. **Minimum score to pass the test n. 4:** 6 out of 10

Candidates will be excluded from the interviews in case of failure (less than minimum score required) in any of the 3 above-indicated tests.

Interview in English: it will be conducted by the Examination Board at Embassy's premises, and it will be related to the job description, professional experiences, skills of the candidate, ITA activities and trade economic matters.

Duration of the interview: 15 minutes – **Score and evaluation criteria:** up to 10 points, fluency on spoken English, knowledge, and competence on the topics of the job description

Minimum score to pass the interview in English: 6 points out of 10.

Interview in Italian: it will be conducted by the Examination Board at Embassy's premises, and it will be related to the job description, professional experiences, skills of the candidate, ITA activities and trade economic matters.

Duration of the interview: 15 minutes – **Score and evaluation criteria:** up to 10 points, fluency on spoken Italian, knowledge, and competence on the topics of the job description.

Minimum score to pass the interview in Italian: 6 points out of 10.

Evaluation of the preferential requirements

- A. **Speaking test in Arabic:** the interview will be conducted by the Examination Board at Embassy's premises, and it will be related to the job description, professional experiences, skills of the candidate, ITA activities and trade economic matters. **Duration of the interview:** 15 minutes – **Score and evaluation criteria:** up to 5 points, conceptual coherence in answering the question, spelling and grammatical correctness, effectiveness, and elegance of communication.
- B. **Previous experience in a similar role, in private or public sector.**
Maximum score: 5 points

The final ranking will be based on the total assessment score achieved during the selection process and will be published on ITA website.

The positions will be offered to the first eligible candidate with the highest score. In case the selected candidate intends to withdraw or lacks any of the eligibility's requirements, the position will be offered to the next ranked eligible applicant. The ranking list will remain valid for 6 months.

The selected candidate will be required to provide original copies of the mandatory documents and of those mentioned in the self-declaration.

Important notices

The selection could be suspended and/or canceled at any moment and for any reason of public interest by the Italian Trade Agency in Doha at its sole discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

As an entity that forms part of the Italian public sector, ITA must apply the principles of loyalty, fairness, and transparency in any transaction it may enter and, in any dealing, with its partners, customers and suppliers. A copy of ITA Code of Conduct is available at the following link:

https://ww2.gazzettaamministrativa.it/opencms/opencms/_gazzetta_amministrativa/amministrazione_trasparente/agenzie_enti_stato/agenzia_ICE/010_dis_gen/020_att_gen/2014/Documenti_1389874530679/

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. Provided that every requirement of education, skill, technical qualifications, and experience are met, the criterion for selection will be the ability

to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

Paola Lisi
Director ITA DOHA

Attachments:

- Form n. 1
- Form n. 2

