



Sydney Office
Level 19, 44 Market Street
Sydney NSW 2000

NOTICE OF RECRUITMENT

The Italian Trade Agency is the Italian Government entity that promotes the internationalization of Italian companies abroad. ITA also acts as IPO for the attraction of foreign investments to Italy. In addition to its headquarters in Rome, ITA operates worldwide through a large network of offices linked to Italian Embassies and Consulates, working closely with local authorities and businesses. For more information: www.ice.it

Job description

Trade Analyst, Multisectoral Desk for Australia and New Zealand

Job location:
ITALIAN TRADE AGENCY
19/44 Market Street
2000 Sydney – NSW

Salary and duration:

- Monday to Friday 35 hours per week
- Base salary approx. \$ 86,400 + Superannuation + Leave Loading
- 1 Year Fixed Term Contract
- Tentative starting and end date: from December 2024 to December 2025 (*)

(*) The exact starting date could be established only after receipt of the no-objection statement from the Embassy of Italy in Canberra, Australia.

The Multisectoral Desk for Australia and New Zealand will work to spread and increase awareness in Italy of the opportunities offered by the Australian economy, including that of New Zealand, to enhance commercial relationships and industrial collaborations that benefit the "Made in Italy" ecosystem.

Australasia, in fact, is too often underestimated for its economic-commercial potential due to its highly remote geographic location and the stereotypes often associated with the popular image of an adventurous and touristic subregion.

Under the supervision of the Director of ITA Sydney, the ideal candidate for the Multisectoral Desk for Australia and New Zealand shall pursue the following tasks:

MARKETING AND COMMUNICATION

Bi-monthly Newsletter to Italy

- Conducting market analysis and working on statistical data
- Scouting and creation of an emailing list of companies, associations, and local organizations to contact in Italy
- Preparation and dispatch of a digital newsletter in Italian to companies, associations, and local organizations in Italy that can include :

- news and economic-commercial topics of mutual interest and current affairs for Italy and Australia/New Zealand
- import/export trends between Italy and Australia/New Zealand
- export opportunities in Australia/New Zealand
- a selection of targeted events and exhibitions in Australia/New Zealand with fact sheets and commentary
- offering advanced consulting services in Australia/New Zealand
- interviews and statements from prominent figures in the Australian and New Zealand industrial, commercial, and political-institutional worlds
- sourcing and assisting Italian companies planning to penetrate the Australian and New-Zealander markets, as well as Australian and New-Zealander companies interested in Italian products and providing them with commercial and technical information

PROMOTION

- Organization of themed webinars on topics of mutual interest and current affairs for Australia/New Zealand and Italy, with the participation of Italian and Australian representatives from the economic, associative, and governmental sectors.

- Organization of “Italy Booths” at selected Australian and New Zealand exhibitions/events to stimulate the receptiveness of potential Australian partners and stakeholders towards collaborations with Italian companies, as well as to familiarize local consumers with the high quality and diversity of the Italian offering, in possible partnerships with Italian players.

- Managing budget related to promotional activities and conducting negotiations with suppliers

Furthermore the ideal candidate for the Multisectoral Desk for Australia and New Zealand has:

- To use 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);
- To manage and monitor of achieved targets
- To travel in Australia, New Zealand and overseas when required
- An excellent knowledge of social media (Instagram, LinkedIn, Twitter, Facebook)

Required personal skills: strong organisational, interpersonal and communication skills, good time management through planning skills, strong ability to work both in a team and independently, result-oriented, resourceful, positive approach to problem solving.

Mandatory qualifications and requirements at the time of application

- 1- Bachelor/University Degree in Economics, Commerce and Marketing fields
- 2- Australian citizenship or valid Permanent Residency - ITA does not sponsor working visas
- 3- Undertake a National Police Clearance
- 4- Proficiency level in English and in Italian written and spoken;
- 5- Strong computer skills (Microsoft applications) and ability to work on the main statistics database
- 6- A minimum level of experience related to the job description
- 7- Immediate or short-term availability. **Please note:** The recruitment is subject to the receipt of a no-objection statement from the Italian Embassy in Canberra, Australia. After the final selection of candidates, the contract will be awarded and become effective only upon



receipt of such official statement. The process may 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.)

Preferential Requirements

- 1- Previous experience in a similar role with Italian entities and/or Italian companies based in Australia and New Zealand
- 2- Previous experience in a similar role with Australian and/or New Zealand entities and or companies

Instructions for candidature submission

Candidates who meet the mandatory qualifications and requirements at the time of application and who are interested in being considered for the selection process must submit to sydney@ice.it - attn. Simona Bernardini, specifying in the subject line "**TRADE ANALYST POSITION AT ITA-MULTISECTORAL DESK FOR AUSTRALIA AND NEW ZEALAND**", the following:

- Cover letter
- Updated CV in English
- Copy of a valid ID
- Proof of Permanent residency in Australia or Australian citizenship
- Certificate of absence of criminal convictions/pending proceedings in Australia
- Copy of University Degree/ Bachelor
- Form 1 (attached): Self-declaration of possession of requirements, duly completed and signed, stating:
 - Nationality
 - Valid Australian tax residency at the time of application
 - Absence of any criminal sentences in Australia and in the country of citizenship
- Form 2 (attached): privacy policy

The deadline to submit your application is: Friday, November 15th 2024, by 2pm (AEDT).

Applications received after such a deadline will not be accepted.

Only candidates who meet the above-listed qualifications and 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, November 18th, 2024**. Tentative date for the selection are:

- **Written and computer tests: Monday, November 25th, 2024, at 9.00am;**
- **Interviews: Tuesday, November 26th, 2024, at 9.00am.**

Selection Procedure and score

The selection will take place at the ITA Sydney Office, located at 19/44 Market Street, Sydney, NSW 2000. The Director of ITA Sydney will appoint a committee composed of three members to conduct the selection process, which 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, trade, marketing. **Duration of the test:** 25 minutes – **Score and evaluation criteria:** up to 5 points, based on clarity of exposition, terminological precision, and reasoning skills. **Minimum score to pass the test n. 1:** 3 out of 5

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, trade, marketing. **Duration of the test:** 25 minutes – **Score and evaluation criteria:** up to 5 points, based on clarity of exposition, terminological precision, and reasoning skills. **Minimum score to pass the test n. 2:** 3 out of 5

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:** 25 minutes – **Score:** up to 5 points. **Minimum score to pass the test n. 3:** 3 out of 5

Interview in English: it will be conducted by the Committee at ITA Office, 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, fluency on spoken English, knowledge, and competence on the topics of the job description. **Minimum score to pass the interview in English:** 3 points out of 5.

Interview in Italian: it will be conducted by the Committee at ITA Office, 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, fluency on spoken Italian, knowledge, and competence on the topics of the job description. **Minimum score to pass the interview in Italian:** 3 points out of 5.

Scale score:

The above tests will be evaluated on a scale of 1 to 5 each (5 = highest score / 1 = lowest score):

- 5 - excellent
- 4 – very good
- 3 - good
- 2 – average
- 1 – poor

Only candidates who achieve a minimum score of 3 points in the written tests will be admitted to the oral interview via email.



Evaluation of the preferential requirements

Additional points will be assigned to the preferential requirements, as follows:

Previous experience in a similar role with Italian entities and/or Italian companies based in Australia and New Zealand. Maximum score: 2 points

Previous experience in a similar role with Australian and/or New Zealand entities and or companies. Maximum score: 1 point

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

The position 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 24 months from the date of approval.

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

Important Notice:

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

The recruitment is subject to a no-objection statement from the Embassy of Italy in Canberra, Australia. 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.

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. ITA "Code of Conduct" is available at www.ice.it "Amministratore Trasparente"– "Disposizioni generali"– "Atti generali".

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, colour, race, religion or country of origin: all candidates will be given equal opportunity, based on qualifications and competencies. Furthermore, 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 into and in any dealing, with its partners, customers and suppliers.

Simona Bernardini
Trade Commissioner
Italian Trade Agency (ITA)

