

RECRUITMENT NOTICE JUNIOR TRADE ANALIST (M1) PERMANENT POSITION

The Italian Trade Agency (ITA/ICE) is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium sized businesses. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world. The ITA Islamabad Office - Trade Promotion Section of the Italian Embassy in Islamabad supports the Italian companies to promote their products and service in Pakistan. More information on the Italian Trade Agency or ICE activities is available at <https://www.ice.it/en/>

1. Job description

The Italian Trade Agency (ITA) – Islamabad Office is seeking n.1 junior trade analyst for permanent position M1. The ideal candidate shall assist the Director of the Office and work independently on the following tasks:

- organize, coordinate and take part in promotional activities, such as trade shows pavilions, conferences, business trips and advertisement campaigns;
- develop strategies for promoting Italian products and services in Pakistan;
- identify and establish direct contact with pakistani importers, agents, and suppliers
- interested in relating with Italian counterparts and update the office's marketing database;
- within the framework of the above tasks, contribute to expanding business opportunities for Italian companies in Pakistan;
- perform public relations activities including contacts with local authorities and business representatives;
- provide prompt assistance to Italian companies willing to establish and/or strengthen their business ties with pakistani companies and vice versa;
- use existing market reports on local demand, distribution and trade flows, performing research and in-depth analysis when needed;
- update the ITA website with news and information regularly;
- carry out any assigned administrative task required to prepare the ground for the above mentioned activities (ask for quotations, write or edit purchase orders, etc.);
- prepare market analysis, research projects, data collection and processing, reports and presentations;
- manage and supervise budget and accounting reporting;
- carry out any other marketing, analysis, promotional, training and administrative activity suggested by the Director of the office (Islamabad);
- the candidate may be required to travel domestically and internationally.

2. Work location

Italian Trade Agency – trade promotion section of the Italian Embassy:

Diplomatic Enclave - Islamabad

Full-time 36 hours per week from 8:30 a.m. to 4:30 p.m. Monday to Thursday, (including 30 minutes lunch break) and Friday from 8:30 a.m. to 2:30 p.m.

3. Duration

The contract is for an indefinite term with a probationary period of 3 months.

4. Salary and Compensation

The total cost for ITA cannot exceed €11,270.00 annually, which corresponds to an all-inclusive gross monthly salary € 800.00 (on a 12 - month basis).

5. General requirements

- Pakistani citizen;
 - Tax residence in Pakistan;
 - Absence of convictions and pending charges;
 - Bachelor's degree in business administration, economics, informatics;
 - Fluency in English and Urdu (spoken and written);
 - Good knowledge of Microsoft Office (Word, Excel, Power Point);
- Candidates lacking even one of the above listed requirements will not be considered;

Preferred requirements

- Experience in similar position with minimum period of 12 months;
- Knowledge of Italian;
- MBA's certificate;

6. Application Submission

To apply for this position, candidates should send:

- a) The application Form duly filled and signed (Annex 1) together with:
- b) Copy of ID or passport;
- c) Copy of Diploma certificate and, if in possession also that of the bachelor's degree;
- d) Curriculum Vitae;
- e) declaration in lieu of Absence of convictions in Pakistan (included in Annex 1);
- f) declaration in lieu of tax residence in Pakistan (included in Annex 1);

All documentation must be sent exclusively to the ICE Office in Islamabad, at the e-mail address: selection.islamabad@ice.it, no later than 30 october 2025 - 12:00 p.m., specifying in the subject line "selection junior trade analyst - ICE Islamabad "
Applications received after the deadline cannot be accepted.

7. Selection Commission

The selection Commission will consist of 3 members and will be chaired by the head of the Italian Trade Agency. The members of the Commission shall be identified from among the staff of the Italian Trade Agency offices (Islamabad and/or other offices abroad) and Italian diplomatic-consular offices and/or other Italian public institutions present in the country.

8. Selection procedure

The commission will review the applications received. Candidates who meet the general requirements listed above will be invited to advance in the selection process. Admitted candidates will receive schedule of examinations as well as the location of the exam with at least 7 days notice, via e-mail to the address indicated in the application.

The exam will consist of:

a) Written exam (up to 45 points)

The written exam is composed by multiple choice questions and open-ended questions in English and some in Italian. The test is designed to assess the candidate's knowledge of general economic culture, international trade, as well as reasoning skills. The test will focus on the following topics:

- Elements of Pakistan's macroeconomics;
- Knowledge of the main productive sectors of Pakistan and Italy;
- Italian institutions supporting the internationalization of Italian companies (MAECI, ICE, SIMEST, SACE, CASSA DEPOSITI E PRESTITI);
- Elements of international marketing, how to select the most attractive foreign markets, how to enter new markets;
- Foreign trade techniques (transport and insurance contract terms and payment methods).

Candidates must obtain at least 30 points to be admitted to the next phase (practice and interview).

b. Oral and practical exam (up to 50 points)

The oral and practical exam is composed of:

- An interview aimed at assessing the suitability to perform the functions related to the advertised position. (up to 30 points);
- A language proficiency check, through translation and conversation in the languages indicated in the selection notice, English and Urdu (Up to 10 points);
- A test on the use of computer tools, i.e. Excel, Word, Power Point (Up to 10 points);

Only candidates who obtain a minimum score of 65 points (total achievable points a+b) will be declared suitable for the position of junior trade analyst and included in the list published on the agency's website.

DETAILS	Maximum score	Minimum score
A) Written test		
Multiple choice questions and open-ended questions in English and Italian designed to assess the candidate's general, administrative, accounting knowledge, the understanding of the main rules for procurement and accountancy at the Italian Trade Agency, as well as reasoning skills and the language proficiency.	45	30
TOTAL A	45	30
B) Oral and practical test		
Interview aimed at assessing the suitability to perform the functions related to the advertised position.	30	21
English - language proficiency check	5	3,5
Urdu - language proficiency check	5	3,5
Test on the use of computer tools (i.e. Excel, Word, Power Point).	10	7
TOTAL B	50	35
	TOTAL SCORE (A+B)	The minimum score
TOTAL SCORE	95	65

c. Evaluation of the preferential requirements (Up to 5 points)

Additional points for preferential requirements (deduced from the examination of the CV or during the course of conducting the selective tests), up to a maximum of 5 points, will be awarded as follows:

- previous professional experience up to 2 points;
- knowledge of Italian up to 2 points;
- MBA's certificate up to 1 point;

DETAILS	Maximum score	Minimum score
TOTAL SCORE (A+B)	95	65
knowledge of Italian	1-2	
MBA	1	
Work experience Previous professional experience (in any form: i.e. direct contract or indirect contract via temporary work agency), for similar positions and responsibilities for a service period. at least 12 months (from 6 to 18 months - 1 point, from 18 months - 2 points.	1-2	
Maximum score	5	
TOTAL B	100	65

After testing, each candidate will be ranked on a **100-point scale**. The list will be published on the ITA website. <https://www.ice.it/it/mercati/pakistan/lavora-con-noi>

The position will be offered to the eligible candidate with the highest score, unless he/she intends to withdraw, resign, or the ITA later discovers that he/she does not meet the eligibility requirements: in that case, the position will be offered to the next eligible candidate, based on a list that will remain open and valid for 2 years.

This selection may be suspended and/or canceled at any time or for any reason by ITA at its sole discretion, without creating any obligation/expectation on the part of those who by applying fully accept all the conditions stated in this notice.

Passing the above examinations shall not automatically create any obligation for ITA - Islamabad Office to hire or sign the employment contract with the selected candidates, nor shall it be construed as its automatic employment at ITA Islamabad office.

For candidates who have passed the examination, employment will be valid, executed and effective only after the formal employment contract is approved and signed. It should be noted that the candidate's employment is subject to the successful completion of the necessary internal authorization process, which involves the acquisition of security clearance and approval from the Ministry of Foreign Affairs and International Cooperation (MAECI), the issuance of which could take approximately 45 days, and the signature also of the Head of the diplomatic Mission.

The acquisition of the clearance and the subsequent co-signature of the Head of Mission on the employment contract of the successful candidate are mandatory for the validity/effectiveness of the

results of the procedure. It is understood that no employment relationship can be established between personnel hired by ITA - Agency and diplomatic and consular missions or MAECI.

The processing of candidates' personal data will be based on the principles of lawfulness, fairness and transparency. The sole purpose of the processed data is the admission to the selection procedure for all candidates and the management of the winner's employment relationship. Personal data will be processed in accordance with Regulation (EU) 679/2016. The data controller is ICE/ITA-Agency. For more information regarding the processing of personal data, please visit the privacy page: <https://www.ice.it/it/privacy> of the ICE-Agency website.

Please note that 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 ("Code of Conduct").

A copy of ITA Code of Conduct is available at:

https://ww2.gazzettaamministrativa.it/opencms/opencms/_gazzetta_amministrativa/amministrazione_e_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, colour, 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.

Any further information on the selection can be requested by writing to: selection.islamabad@ice.it

Salvatore Parano
Director
Italian Trade Agency
Islamabad Office

ANNEX 1

**APPLICATION TO PARTICIPATE IN THE SELECTION PROCESS FOR THE POSITION OF
" ACCOUNTANT (A2) " WITH A PERMANENT CONTRACT AT THE ITA OFFICE IN ISLAMABAD**

I, the undersigned (Name and Surname) _____

born in _____ (_____) on _____

resident in _____ in Street/Square _____

n. _____ Tel. _____ email address **to be used for all communications**

related to the selection: _____

Hereby: I DECLARE:

- to be a _____ citizen
- to be a Tax resident in Pakistan from _____
- to have no criminal convictions and no charges pending in Pakistan and other states.

I DECLARE that the above information (including the documents Attached) is truthful and accurate and aware of the consequences, including criminal penalties, for making a false declaration, as provided by Italian and local law.

I COMMIT to providing documentation proving the above declarations in the event that I am selected at the end of the selection process. This documentation must be submitted to the Islamabad office within 15 days from the date the selection results are communicated.

I AUTHORIZE the Italian Trade Agency to conduct a background check to verify the possession of the required qualifications and the truthfulness of the statements made.

I AUTHORIZE the collection and processing of the data and information provided, for the current proceedings.

ATTACHMENT

- Curriculum Vitae detailed;
- Copy of valid identification document;
- Copy of bachelor's degree;
- Copy of MBA's certificate (if any);

Surname and Name _____
Place and date _____

Signature _____

(TO BE PRINTED AND SIGNED)