ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Office of the Italian Embassy

JOB ANNOUNCEMENT
VACANCY FOR ONE (1) POSITION OF AN ASSISTANT TRADE ANALYST
ANNUAL GROSS SALARY (paid in IDR) equivalent to Euro 11.611,34
Working Time: 9:00am to 6:00pm

deadline for receiving applications: January 16, 2025
by the hours:12:00 p.m.

(FOR INDONESIAN CITIZENS OR FOREIGNERS WITH A VALID WORKING PERMIT)

The Employer: The Italian Trade Agency in Jakarta, Indonesia is a governmental entity with diplomatic status which promotes the internationalization of Italian enterprises, in line with the strategies of the Ministry of Foreign Affairs. Additional informations are available on www.ice.gov.it and https://www.ice.it/en/markets/indonesia/jakarta

Content of this Announcement:
a) qualification of the position applied for: Assistant Trade Analyst
b) legal and economic treatment offered: Permanent contract, Monthly salary (paid in IDR) equivalent to Euro 893,18; working Time: 9:00am/6:00pm;
c) general requirements for participation in the selection: permanent residence and work permit in Indonesia;
d) educational qualification and language skills required: University degree, proficiency in Indonesian and English language;
e) preferential requirements: Master degree, knowledge of Italian language, previous work experience in similar sectors;
f) composition of the examination board:
Components of the Commission:

1. Mr. Paolo Pinto, Trade Commissioner of ITA Jakarta Office
2. Mrs. Maria Battaglia, Directress or Italian Institute of Culture (additional commissioner: Ms. Budhiani Pratiwi, Trade Analyst of ITA Jakarta Office),
3. Mrs. Luciana Andreini, Project Coordinator of the Agency for Development Cooperation at the Italian Embassy in Jakarta (additional commissioner: Ms. Santi Elyshabet Hutapea, Accountant of ITA Jakarta Office)

Contest's Secretary:
Mr. Haqqi Azka Nudya, Assistant Trade Analyst of ITA Jakarta Office;
g) number, format, subjects and language of the selection tests;
h) criteria for assigning scores and thresholds for each test;
i) methods of submitting applications: please upload the application form at the following link:

https://docs.google.com/forms/d/e/1FAIpQLScmAf0yhwktj_Ub4yCzkQTYPZIgYngKaosV7kRZQXcrbhGiMg/viewform

j) deadline for submitting the application: **January 16, 2025 by the hours:12:00 p.m.**

k) methods of publication of the final ranking: on the web page of the Jakarta Office https://www.ice.it/en/markets/indonesia/jakarta

l) validity period of the ranking and possibility of scrolling of suitable candidates: the graduatory is valid for 24 months. If the candidate declared winner does not take up service within the deadline indicated in the communication sent to him by the Trade Commissioner, the principle of sliding of the ranking will apply.

The countersignature of the employment contract by the Head of Mission is a condition precedent to the contract.

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The Agency is currently seeking for the office in Jakarta 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.

Scope of work and job description

The ideal candidate shall support the promotional activities of ITA Jakarta Office, according to the following tasks:

- Promotional activities such as trade shows, exhibitions, conferences, business trips/missions to/from Italy - Indonesia, B2B meetings and advertisement campaigns;
- Market analysis, research projects, data collection and processing, reports and presentations;
- Social media communication and digital marketing, relationships with the media and PR agencies and updating ITA website with news and information on a regular basis;
- Implementation of basic and customized services of assistance for Italian companies willing to establish and/or strengthen their business ties with Indonesian companies and vice versa;
- Business opportunities monitoring, technical assistance and other tasks needed as requested by the Trade Commissioner;
- Market research organization and coordination with Indonesian vendors (Contracts);
- Public relation activities including contacts with local authorities and business representatives;
- Assistance to the Italian companies planning to penetrate into the Indonesian market as well as Indonesian companies interested in the Italian products/investment;
- Market analysis, perform research projects and monitoring products based on the sector assigned;

- Provide in italian language commercial and technical informations i.e. custom duties, regulation, statistics and foreign trade;
- Set and maintain good relationships with contacts in the industries, trade
- associations and government agencies
- Carry out administrative tasks required to prepare the ground for the above-
- mentioned activities;
- Interact and respond in Italian language to inquiries of Italian companies under the coordination of the Trade Analyst.
- Administrative preparation and accounting documentation relating to the initiatives that needs to be provided to the accountant;
- Accounting implementation procedures and documents organization;
- Online training/courses in Italian language or mentoring sessions;
- Regular sectoral database search/update through telephone, or internet

Mandatory requirements:

- Indonesian permanent residency and work permit; may be admitted to the selection procedures, as well as candidates with different citizenship, including Italian citizenship, provided that they are in possession of tax residency and a permanent residence and work permit in Indonesia;
- University degree;
- Indonesian and English language proficiency;
- Proficiency in Ms. Office (Word, Excel, Power Points);
- Strong computer skills;
- Excellent ability to summarize and write an economic text;
- Not being convicted of any criminal offense and not having any pending criminal proceedings
- Required Age: between 18 and 36 years.

Candidates lacking the mentioned minimum requirements will not be considered.

Preferential requirements with additional points: points

1	Degree in economics	5
2	master degree	5
3	Experience in managing PR, marketing and communication campaigns or in finance	5

4	Proficiency in: 1. English 2. Italian language (to be certified) **These scores are added together**	level B1: 1 point level B2: 2 points level C1: 4 points level C2: 5 points

Selection's procedure

A) 2 Written test (in English and in italian from Newspaper, 10-15 lines Summary)
B) practical test, consisting in:
   - 10 questions in english and 10 questions italian language (0,50 points for 1 correct answer)
   - 10 IT questions (1 point for 1 correct answer)
C) an interview aimed at ascertaining the suitability to carry out the functions inherent to the advertised role

Evaluation scale used by the Commissioners: 1-10

10 exceptional,
09 excellent,
08 very good,
07 good,
06 average plus,
05 average,
04 below average,
03 poor,
02 very poor,
01 not suitable

Thresholds

to be admitted to the cv evaluation (Total Average by candidate cv)	**1 point or more**
to be admitted to the written and practical test (will be admitted not more than 10 candidates)	**12 points or more**
to be admitted to the interview	**18 points or more**

Final evaluation:
The sum of the scores of the first phase and second phase will determine the final ranking.

IMPORTANT NOTICES

- the test schedule and the results of each selection phase will be advertised on the Jakarta office web page at https://www.ice.it/it/mercati/indonesia/giacarta and via email to the candidates who have applied.
- The winner of the selection will be hired on probation for three months. The selection ranking will be valid for 24 months.
- The selection can be suspended, and/or canceled at any moment and for any reasons by ITA Jakarta at its full discretion without generating any moral or legal obligation towards the candidates, including those fully meeting the job requirements.
- The hiring will be subject to the authorization issued by the Ambassador of Italy in Jakarta.

Please, do note that:

- to be admitted to the selection, candidates must present the attached self-declaration with specific reference to the absence of criminal convictions and pending charges;
- The winning candidate must present documentation issued by the competent authority; in the case of a winning candidate who is an Italian citizen, the Office Manager/Head is required to carry out the checks provided for by art. 71 of Presidential Decree 445/2000.
- The employment contract will comply with Indonesian law.
- The Italian Embassy in Jakarta and the Italian Ministry of Foreign Affairs and International Cooperation will be not responsible for any complaint or claim arising from a possible dispute between ITA Jakarta and the employee. No employment relationship can be established between the employees hired by the Italian Trade Agency (ITA) Office in Jakarta and the Italian Embassy in Jakarta or the Italian Ministry of Foreign Affairs and International Cooperation .

HOW TO APPLY

please use the link:
https://docs.google.com/forms/d/e/1FAIpQLScmAf0yhwktj_Ub4yCzkQTYPZIgYngKaosV7kRZQXcrbhGiMg/viewform
to upload the following documents:
- Application form (at the end of this announcement);
- Copy of ID;
- CV, possibly in European format https://europass.europa.eu/en/create-europass-cv;
- copy of Education certificate;

● Proof of citizenship;
● self-declaration stating the absence of any criminal sentences as well as pending charge;
● any other document useful to assess previous experience of qualification.

No application arriving beyond the deadline can be accepted.

For any further information contact giacarta@ice.it

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Application form

for the participation in the selection of an assistant trade analyst with a permanent contract at the Jakarta office of the Italian Trade Agency.

(to be sent with the required documentation to giacarta@ice.it and to p.pinto@ice.it)

The undersigned	NAME _____ SURNAME_____
born in	
resident in	
telephone	
mail	

Declares

1. to be a citizen_____
2. of not having received criminal convictions and not having pending charges in Indonesia and in other states;
3. to be in possession of the Indonesian working permit;
4. that the data of the attached curriculum are true and correspond to reality.

Attach:

ID Card/Passport, detailed curriculum, self-certification relating to the absence of criminal convictions and pending charges

Authorizes the collection of personal data for the proceedings in progress

Place and Date

The Declarant_____

Date_____