

February 28, 2020

JOB OPENING

The Italian Trade Commission (ITC) is seeking applicants for a TRADE ANALYST POSITION for its TORONTO OFFICE

Job Title/Level: Trade Analyst II/M2 Capital Goods.

Type: Permanent/Full-Time (35 hours/week)

Probationary period: 90 days

Term: The position is subject to the Terms and Conditions of Employments for local staff in Canada.

Starting salary: CAD 66439.08 (annual gross) and benefits as per ITC Collective Agreement.

Location: Toronto, Canada

Closing date for applications: March 13, 2020 @ 5 pm

The role will be to support ITC in enhancing the activity of promoting and assisting Italian companies within the Canadian marketplace through various activities aimed at promoting Made in Italy products in Canada with specific reference to the capital goods sector.

Duties & Responsibilities

As part of the contract, the activities and responsibilities for the position, under the general direction of ITC and with a degree of independent action, the Trade Analyst for Capital Goods must make a significant contribution to the strengthening relations between Italy and Canada for the sectors of interest by:

- assist with all activities related to the promotion of Made in Italy Capital Goods products in Canada, including:
 - general office and administrative work involved in the organization of promotional activities and events;
 - assistance to the requests of the Italian companies;
 - preparation of documents and contracts;
 - communication with third parties and involved agencies;
 - update of the digital and marketing content and materials;
- monitoring, analyzing and reporting on trade exchange and economic development, assessing potential bilateral interests and opportunities for collaboration; preparing market research, project analysis and systematic monitoring reports as requested by the Head Office;
- organization of business trips for delegates of Italian companies to Canada, as well as of Canadian businesses to Italy;
- developing and strengthening and managing a network of stakeholders and contacts;
- assist with other activities and projects related to the promotion of Made in Italy as required;
- traveling domestically and internationally, if required.

Essential Qualifications

Education:

- Degree from a recognized University in a relevant discipline.

Language:

- Proficiency in Italian and English (reading, writing and speaking).

Experience:

- A minimum of five years' experience in a similar role – in the private or public sector – with a strong network in capital goods sectors;
- A minimum of five years' experience in research, analysis, presentation and formulation of recommendations and advice in a professional work context.
- Expertise in managing partnerships with both governmental and non-governmental organizations (private sectors) in an international context.

Asset Qualifications

Preference may be given to candidates who meet the Asset Qualifications.

Where applicable, candidates must clearly demonstrate how they meet any asset qualifications in their cover letter and CV:

- Fluency in French;
- Post degree qualification from a recognized University.

Abilities and Competencies

Knowledge:

- Knowledge of the current economic landscape in Canada and Italy and bilateral issues.
- Knowledge of key players, stakeholders and influencers on economic issues with focus on capital goods industries (including government institutions, media, academia etc.)
- Knowledge of the mandate, policies, objective and priorities of the Italian Trade Commission in Canada.

Abilities:

- Ability to manage information, analyze, draft reports and make recommendations on trade, economic and bilateral developments;
- Ability to analyze, plan and manage all aspects of complex project and program management;
- Ability to manage time, plan, prioritize tasks and meet tight deadlines;
- Ability to use social media platforms (LinkedIn, Twitter etc.) for networking and analysis;
- Ability to use the Microsoft Office suite (Word, Excel, Powerpoint);
- Ability to work in a fast-paced environment.

Competencies:

- Excellent organizational, interpersonal and communication skills;
- Meticulous work ethic with attention to detail;
- Adaptability and flexibility;
- Teamwork and collaboration;
- Initiative;
- Professional appearance and demeanor.

Conditions of Employment

- Applicants must be legally authorized to work in Canada, i.e. be a Canadian citizen or have Permanent Residency status in Canada. The Italian Trade Commission will not sponsor any employees directly or indirectly;
- An offer of employment is contingent upon receipt of a certificate of non-impediment (Nulla Osta) issued by the Italian authorities.

Application Requirements

To be considered for an interview, applicants must submit the following required materials:

- a signed cover letter explaining the candidate's suitability for the position and how they meet all required qualifications;
- an up-to-date curriculum/resume;
- a copy of the degree and any other relevant certification;
- copies of documentation proving:
 - citizenships (all must be indicated);
 - fiscal residency in Canada;
 - eligibility to work in Canada (a valid open work permit for non-Canadian citizens or proof of Canadian citizenship);
 - a clean Canadian criminal record certificate;
 - in case of Italian citizen, a "casellario giudiziale e dei carichi pendenti";
 - in case of other citizenship/s, a clean criminal record certificate issued by that country/countries;
- a copy of a valid ID document.

Application Submission

All application requirements must be submitted only via email to: toronto@ice.it;

- with documents
 - collated in a single PDF file
 - in the order listed above
 - attached to the email;
- with the job description "Capital Goods Trade Analyst Position" included the subject field;
- by **March 13, 2020 @ 5:00 pm**.

Selection Procedure

ITC will acknowledge receipt of all applications, but **only candidates who meet the requirements will be invited to move forward in the selection process.**

The selection process includes:

1. **Written test** in English and in Italian on the following subjects: International Marketing and Communication (**March 24, 2020**).
The candidates may score **up to 50 points** and must score **at least 35 points to be admitted to the Practical test and the Interview**.
The written test is aimed to ascertain relevant knowledge of International Marketing and Communication and assess the candidate's strength of reasoning.

2. Practical test and Interview in English and Italian (between March 26-31, 2020).

The practical test is aimed to ascertain IT skills on a Microsoft Office application (**up to 20 points**).

The interview, conducted either in Italian and/or English, will focus on skills, qualifications, motivation and strength of reasoning (**up to 30 points**) and will also include an oral translation - without the use of a dictionary - of a short text from English into Italian.

After testing, each candidate will be ranked on a **100 points scale**.

Only candidates who scored at least 70 (out of 100 points) will become eligible and shortlisted.

The position will be offered to the eligible candidate with the highest score unless he/she intends to withdraw, resign, or ITC finds later that he/she lacks the eligibility requirements: in such a case, the position will be offered to the next ranked eligible applicants, according to a list that will remain valid for 6 months. The list will be published on the ITC website.

Reference checks may be sought for candidates that reach the stage of further assessment and may form part of the selection process.

The Italian Trade Commission does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.

IMPORTANT NOTICE

This selection could be suspended and/or cancelled at any moment and for any reason or no reason by ITC at its sole discretion, without creating any obligation and/or expectation or reliance on the part of eligible candidates.

Personal Data Treatment and Confidentiality

The information applicants provide is viewed by staff responsible for the recruitment process only. Such information will be treated as confidential and only authorised persons involved in the recruiting process will be able to access data strictly for recruitment purposes. All personal data will be retained for a maximum period of 10 years from the last contact with the candidate. Candidates have a right of access, of rectification or of deletion of their personal data.

Applicants acknowledge and agree that the information may be accessed by persons involved in the recruiting process and that they might have provided some sensitive information in accordance with local laws. All information collected may be subjected to digital processing.

About The Italian Trade Commission

ITC - Italian Trade Commission 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, ITC 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. In addition to its headquarters in Rome, ITC operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses. More information is available at www.ice.it

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ITC 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. Providing 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.

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