

October 21, 2020

JOB OPENING

The Italian Trade Commission (ITC) is seeking applicants for the temporary position of ASSISTANT TRADE ANALYST for its TORONTO OFFICE

Job Title/Level: Assistant Trade Analyst

Type: Temporary/Full time (35 hours/week) starting **January 1, 2021 until June 30, 2021**, renewable for another 6 months upon receipt of a certificate of non-impediment (Nulla Osta) issued by the Italian authorities.

This job offer/posting is for a temporary position created to substitute a staff member currently on a leave of absence. Should said staff member return to work prior to June 30, 2021, this contract will end prematurely with 30 days notice. In the event the absent staff member continues the leave after June 30, 2021, the employment contract may be renewed for another 6 months and prematurely terminating with 30 days notice upon return of said staff member.

Probationary period: 90 days

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

Starting salary: CAD 3,412.50 (monthly gross).

Location: Toronto, Canada

Closing date for applications: **November 5 , 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 authentic Made in Italy products in Canada.

The successful candidate will be initially assigned to support a specific sector under the supervision of an experienced Trade Analyst, even though sectors could be changed and reassigned at any time.

Duties & Responsibilities

As part of the temporary contract, the activities and responsibilities for the position, under the direction of ITC, shall be the following:

- Assist with all activities related to the promotion of the sector assigned, including:
 - general office and administrative work involved in the organization of promotional activities and events;
 - market analysis and data search;
 - preparation of documents and contracts;

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- communication with third parties and involved agencies;
- follow the update of the website content;
- Assist with market research, preparation of projects and systematic monitoring reports;
- Organization of business trips for delegates of Italian companies to Canada, as well as of Canadian businesses to Italy;
- Assist with other activities and projects related to the promotion of Made in Italy;
- Travel within Canada and abroad, if required.

Essential Qualifications

Education:

- Bachelor's Degree (preferably in a related field);
- Proficient in MS office, (particularly Word, Excel, PowerPoint), Internet, Email

Language:

- Proficiency in English (written and oral). Knowledge of Italian (written and oral) will be considered an asset

Experience:

- Experience in a similar role - in the private or public sector -

Abilities and Competencies

Abilities:

- Ability to manage time, plan, prioritize tasks and meet tight deadlines
- Ability to work in a fast-paced environment
- Ability to use the Microsoft Office suite (Word, Excel, Powerpoint).

Competencies:

- Excellent organizational, interpersonal and communication skills (written and oral)
- 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. The Italian Trade Commission will not sponsor any employees directly or indirectly;
- This job offer/posting is for a temporary position created to substitute a staff member currently on a leave of absence. Should said staff member return to work prior to June 30, 2021, this contract will end prematurely with 30 days notice,

- In case of a renewal for another 6 months, a certificate of non-impediment (Nulla Osta) issued by the Italian authorities will be required. Should said staff member return to work prior to December 31, 2021, this contract will end prematurely with 30 days notice,

Application Requirement

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:
 - o citizenships (all must be indicated);
 - o fiscal residency in Canada;
 - o eligibility to work in Canada (a valid open work permit for non-Canadian citizens or proof of Canadian citizenship);
 - o a clean Canadian criminal record check;
 - o in case of Italian citizen, a "casellario giudiziale e dei carichi pendenti";
 - o 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:
 - o collated in a single PDF file
 - o in the order listed above
 - o attached to the email;
- with the job description "**Temporary Assistant Trade Analyst**" - **Toronto Office**" included in the subject field;
- by **November 5, 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 will take place in **November (in person or remotely)**, and will include:

1. **Written test** in English on a trade related subject (30 min - **up to 50 points**). 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. (November 10, 2020 at 11:00 a.m.)
2. **Practical test:** aimed to ascertain IT skills on Excel, instructions in English (30 min - **up to 30 points**); (November 13, 2020 at 11:00 a.m.)

3. **Interview** in English will focus on skills, qualifications, motivation and strength of reasoning (20 min - **maximum score: 20 points**) (November 13, 2020 starting at 11:45 a.m.)

Each candidate will be ranked on a **100 points scale**.

The position will be offered to the eligible candidate with the highest score unless the candidate intends to withdraw, resign, or ITC finds later that the candidate 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.

Reference checks may be sought for candidates that qualify for 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 the 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 authorized 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 race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability 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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