



JOB OPENING

TWO POSITIONS AS MARKET TRADE ANALYST / MARKETING SPECIALIST

The employer: The Italian Trade Agency (ITA) Shanghai Office

ITA – Italian Trade Agency 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.

Additional information about the Italian Trade Agency are available at www.ice.it/en/.

Recruitment position and type of contract offered:

ITA – Agency Shanghai Office is going to hire **2 new resources** for two TRADE ANALYST positions to be recruited through executive of labor contract with FESCO and dispatched to work at ITA – Agency premises.

Salary package:

Resource 1: RMB 10.143,00 monthly gross salary (before personal income tax), 13 months.

Resource 2: RMB 9.900,00 monthly gross salary (before personal income tax), 13 months.

Above salary is a tax-inclusive amount composed by the net salary after tax, plus the individual income tax, not including the social insurance premiums (personal part) and housing reserve fund (personal part) which will be borne by ITA – Agency Shanghai Office.

Place of work:

ITA – Italian Trade Commission, Shanghai Office

Room 1902-1903, The Center

No. 989, Chang Le Road, 20031 Shanghai

The candidates may be required to travel internationally if necessary.

Contract Duration:

This is a permanent full-time position i.e. 40 hours per week.

Responsibilities:

- Assist Italian companies interested in entering the Chinese market, interact and respond to inquiries of Italian companies;
- Identify and manage contacts with representatives of the relevant local trade associations, local competent government authorities and the most important stakeholders;
- Coordinate contacts with potential Chinese partners (importers, agents, suppliers, etc.) for Italian counterparts;
- Manage relations with specialized media in the sector, coordinate social media communication and digital marketing;
- Detect news and previews of projects that might be interesting for Italian companies, to be publicized through the portals of ITA-Agency;
- Develop market analysis;
- Produce sectorial reports with up to date statistical data including highlights on local legislation;
- Carry out promotional events, conferences and seminars;
- Organize Italian national participations at local trade fairs;
- Travel internally and internationally to accompany Italian delegations in visiting trade fairs or industrial sites;
- Administrative management of the projects assigned in compliance with the internal regulations of ITA-Agency.
- Create and manage the database of local companies.

Minimum Requirements:

- Tax residence in the P.R.C.
- Being a People's Republic of China permanent resident in possession of permanent I.D. card
- China Work Permit.
- Bachelor's and/or Master's degree, preferably in economics, marketing, International Relations, Public Administration and Business Administration.
- Chinese native, proficient in English (spoken and written)
- Excellent knowledge of the Office package (Word, Excel, Power Point)
- Not being convicted of any criminal offense and not having any pending criminal proceedings against him/her in China or in other countries.

ITA does not sponsor a working visa

Candidates lacking even one of the above-listed requirements will not be considered

Preferential requirements:

Preference will be given to candidates with the following additional skills and qualifications:

- Previous experience in the international commercial sector and in international business and trade;
- Good Knowledge of Italian language
- Proven wide network of contacts in different sectors in Shanghai and the provinces of Zhejiang, Jiangsu and Anhui.
- Excellent interpersonal and communicational skills;
- Ability to work in a team, proactive and problem-solving approach;

Selection procedure:

ITA-Agency will carry out the selection procedures in accordance with the provisions of its own internal regulations (Communication n. 9/23 dated 01/06/2023):

- Candidates wishing to participate in the selection process will be evaluated by a commission composed of three members of the Shanghai ITA office.
- At the end of the selection process, based on the scores obtained in each test (please see Test Structure below) and the scores according to the preferential qualifications, a final ranking will be drawn up. The first candidate on the list will be the selected applicant for the “Resource 1” position. The second candidate on the list will be the selected applicant for the “Resource 2” position (as specified above).
- Final results and ranking will be published on ITA-Agency official website.
- The ranking will remain valid for ITA-Agency for eighteen months after the current selection. Should ITA-Agency need to hire additional personnel to cover the positions of Trade Analyst or Assistant Trade Analyst, candidates listed in the ranking will be contacted and offered the post with legal and economic conditions to be defined accordingly.

Test structure:

1. **Written test** in English language on International Marketing topics. The written test is aimed to ascertain relevant knowledge of International Marketing and assess the candidate strength of reasoning in the context of ITA activities. The candidates may score **up to 35 points** and must score **at least 20 points** to be admitted to the Oral test.
2. **Interview** in English language to assess the suitability to cover the position. The interview will focus on skills, qualifications, motivation and strength of reasoning. During the interview the candidate will also be required to translate a short text, without the use of a dictionary, from Chinese into English. (Maximum score 45)
3. **Practical test** to assess the knowledge of the main IT tools and related applications. (Maximum Score 10)

4. **Preferential requirements:** additional scores will be considered in the evaluation of the above listed preferential requirements. (Maximum Score 10)

Exam calendar:

The exam calendar will be communicated to candidates meeting the Minimum Requirements. The selection process is expected to start in the **first half of April 2024**.

Please note that:

- The selection will take place (in person) at a venue to be confirmed for Written and Practical test, while the Interview will take place at the ITA's Office (Room 1902-1903, The Center, 989 Changle Road, 200031 Shanghai.).
- The position will be offered to the eligible candidates with the highest score unless he/she intends to withdraw, resign, or ITA 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 18 months. The list will be published on the ITA website without disclosure of the candidates' names.
- Passing the above-mentioned examinations does not automatically imply any obligation for ITA – Shanghai office to recruit or sign the employment contract with the selected candidates, nor is to be intended as his/her automatic recruitment at the office of ITA in Shanghai. For those candidates who pass the examination, recruitment will be valid, executed, and effective only after the signing of the formal employment contract.

Please note that the recruitment of the suitable candidate is subject to the following certifications, that could take around **45 days**:

- a “No-objection statement” to be issued by the Italian Government, after a background check, aimed at verifying the possession of the listed requirements and the veracity of the declarations made.
- a “No Criminal Record Certificate” issued by Italian authorities.

Please note that the whole process of selection will approximately end in June and the resources will be hired from July 2024.

How to apply:

A request for participation must be sent to: shanghai@ice.it

The request should indicate in the subject “**TRADE ANALYST POSITION**” and enclose the following documentation:

- Cover letter with brief personal introduction.
- An updated Curriculum Vitae, duly signed.
- A copy of bachelor’s degree or master’s degree.
- A declaration assessing the candidate’s residency in China and his/her China’s citizenship (attached).
- Statement regarding the processing of personal data duly signed (attached).
- Certification of the absence of any criminal convictions as well as of pending charges.
- A copy of passport or identity document.
- Any certification proving IT and languages’ knowledge.

Deadline for applications:

Email must be sent by March 19th, 2024 Beijing time

Exclusion from selection procedures:

Candidates cannot be admitted to the selection procedures if:

- They do not meet the Minimum Requirements
- Their admission request is not completed and does not indicate the possession of all the requirements listed in the “How to apply” section.
- The admission request is submitted after the deadline set forth by this announcement.

Disclaimer:

The ITA-Agency reserves the right to suspend or cancel the selection at any time and for any reason without generating any legal or economic moral obligations towards candidates including those who meet the requirements and those who have taken part in one or more of tests/interviews.

Request of clarification:

Any enquiry on the selection process should be addressed to: shanghai@ice.it

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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”).

The selected candidate will also be required, upon signing the employment contract, to take note and countersign the ITA Code of Discipline and Conduct for acceptance.

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Augusto Di Giacinto
Italian Trade Commissioner
Shanghai Office



ITALIAN TRADE AGENCY

STATEMENT REGARDING THE PROCESSING OF PERSONAL DATA ACCORDING TO EUROPEAN REGULATION EU 2016/679 (GDPR) AND THE PERSONAL INFORMATION PROTECTION LAW OF THE PEOPLE'S REPUBLIC OF CHINA (PIPL).

Dear Sir/Madam,

In alignment with the European Regulation EU 2016/679 (GDPR) and the Personal Information Protection Law of the People's Republic of China (PIPL), we, ITA - Italian Trade Agency, hereby inform you about the processing of your personal data.

For these reasons, the following information is provided by "ITA - Italian Trade Agency", highlighting information regarding the processing of personal data, necessary for participation in the Selection for two positions as Market Trade Analyst/Marketing Specialist for the ITA Shanghai Office.

1. Who are the Data Controller and the Personal Data Protection Officer

ITA – Italian Trade Agency, Shanghai Office, located in Room 1902-1903, The Center, 989 Changle Road, 200031 Shanghai. Contact: shanghai@ice.it;

ITA – Italian Trade Agency, with headquarters in via Liszt, 21 - 00144 Rome, Tel. +39 06 59921 Contact: privacy@ice.it;

2. Purpose and Method of Data Processing

We use your personal data to allow you to participate as an applicant. ITA ensures that data processing is fair, lawful, transparent, and complies with GDPR and PIPL principles. This includes protecting your data from loss, misuse, and unauthorized access.

3. Scope and Transfer of Data

Data categories include personal identifiers and contact details. Data will be stored on EU servers and handled by authorized personnel. ITA ensures that adequate data protection standards are maintained during any data transfer complying with GDPR and PIPL.

Furthermore, personal data will not be disclosed to third parties except for:

- strictly necessary activities for the realization of the project you are participating in;
- any legal obligations.

You have the right to request the complete list of third parties by writing to: shanghai@ice.it

4. Data Retention

Your personal data will be retained for a period necessary to fulfill the specified purposes, or as legally required. Longer retention is permitted for public interest, research, or statistical purposes, respecting your rights and freedoms.

5. Your Rights

You have the right to access, rectify, limit, update, delete, oppose processing, and data portability. Complaints can be lodged with the Italian Data Protection Authority.

For more information a request may be sent to the following e-mail address: privacy@ice.it.

DATE AND SIGNATURE

SUBSTITUTIVE DECLARATION OF POSSESSION OF REQUIREMENTS

Name & Surname	
Place of Birth	
Date of Birth	
Postal address	
Telephone number	
e-mail	
Application for the following position	TRADE ANALYST – ITA SHANGHAI OFFICE

THE CANDIDATE DECLARES

Being a People’s Republic of China permanent resident in possession of permanent I.D. card	Yes [] No []
Being physically resident in the People’s Republic of China	Yes [] No []
Being in possess of a certificate of bachelor degree or post-graduate degree or higher	Yes [] No []
Not having reported criminal convictions and not having pending charges	Yes [] No []

The undersigned formally declare that the above information is true and correct and is aware of the consequences, of a criminal nature, and of a serious false declaration, provided for by Italian law and local law. The undersigned formally authorizes ITA Agency to carry out a back ground check aimed at verifying the possession of the required requirements and the veracity of the declarations made. The undersigned undertakes to present the documentation certifying the above declared in case to be awarded as the winner of the selection process.

Date: _____

Signature