



ITALIAN TRADE AGENCY

Kuala Lumpur Office

**NOTICE OF EMPLOYMENT**  
**HIRING OF 1 PROJECT ASSISTANT (FIXED-TERM CONTRACT)**

**The Italian Trade Agency – Trade Promotion Office of the Italian Embassy in Kuala Lumpur, Malaysia announces:**

An open examination to recruit a Project Assistant based on a fixed-term (3 months) contract under the Marketing and Trade department starting from **1<sup>st</sup> February 2022**.

**Article 1: General Requirements for the Admission**

Candidates who wish to participate in this examination must meet the following requirements:

1. Be at least eighteen (18) years old on the date of publication of this notice of employment.
2. Possess a degree/master in any field – major in International Relations or Marketing is an added advantage.
3. Be a Malaysian citizen or hold a valid working permit in Malaysia.
4. Have good command of English. Proficiency in Bahasa Malaysia and knowledge of Italian is an added advantage.
5. Be proficient in MS Word, Excel and Powerpoint.

**Article 2: Role and Tasks**

The winning candidate will work closely with the Trade Analysts and Trade Commissioner, providing research support to promotional projects. The tasks include conducting market surveys of the relevant fields, management of database, communication with potential contacts, administrative duties, and ad hoc duties.

**Article 3: Compensation and Benefits**

The winning candidate will be able to enjoy the following compensation and benefits:

- 5-day week
- Salary range between RM3,000 to RM3,800
- Travel and meal allowances

**Article 4: Submission of Applications**

In order to be admitted to the examination, candidates must submit their documents by **07<sup>th</sup> January, 2022 at 18:00 hours**, and email only to [kualalumpur@ice.it](mailto:kualalumpur@ice.it), attaching the following documents and information:-

- An updated curriculum vitae accompanied with an introduction letter;
- Scanned copy of a valid Identification Card and/or passport;
- Supporting academic certificate/degree and/or reference letters from previous employments;
- Declaration, if any, of any previous criminal convictions, including convictions attained locally or abroad, and ongoing criminal proceedings locally or abroad.

Submissions that do not meet the above-mentioned requirements and if received after the intended deadline will not be reviewed nor entertained.

**Article 5: Examination Tests**

An Examination Committee will be formed to carry out all the examination procedures. Shortlisted candidates will be admitted to the following oral and practical tests:

1. An IT-literacy test inclusive of knowledge tests for OpenOffice Writer, OpenOffice Calc and OpenOffice Impress within a duration of twenty (20) minutes.
2. An English-literacy test requiring candidate to write at least two hundred (200) words within fifteen (15) minutes, describing their understanding of the Italian culture.
3. An oral exam composed of a conversation in English and/or Italian with the Examination Committee.

**Article 6: Minimum Passing Mark**

In order to pass, candidates must obtain a final overall grade of 30 out of 50. The assessment will be conducted based on six (6) categories:

- Written English (weight: 15 points)
- Spoken English (weight: 15 points)
- Spoken Italian (weight: 5 points)
- IT-literacy (weight: 5 points)
- Experience and behavior (weight: 5 points)
- Education level (weight: 5 points)

**Article 7: Notice On The Protection of Personal Data**

The processing of personal data requested in order to be admitted to the examination and to be subsequently hired will be based on the principles of lawfulness, fairness, and transparency to protect the fundamental rights and freedoms of every individual.

To this end, reference is made to the following information:

1. Pursuant to Article 13 of EU Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, we inform the data subjects that the processing of data provided directly through any means or in any case acquired for this purpose, is carried out by ICE Agency of Kuala Lumpur, as Data Processors.
2. The Data Protection Officer may be contacted at the following email address: [privacy@ice.it](mailto:privacy@ice.it). The processing of personal data is carried out by automated means in the manner and within the limits necessary for the achievement of the aforementioned purposes ensuring the security and confidentiality of the data.



ITALIAN TRADE AGENCY

3. The personal data provided during the registration on to the Agency's on the portal or direct contact with ICE Agency staff (name, surname, telephone number, e-mail address, etc.) are used by the e-mail communication services.
4. Data will be processed by suitably qualified personnel of ICE Agency who act as authorized personnel to process the data, according to principles of fairness, lawfulness, transparency, pertinence and not excessive in relation to the purposes of collection and subsequent processing. The collected data are not subject to communication to third parties, subject to the possibility that such data may be known by parties involved in the management procedure of the activities properly identified and eventually designated as Data Processors.
5. On the basis of art. 15 et seq. of EU Regulation 679/2016, the data subject may at any time exercise his/her rights and in particular access his/her personal data, request their erasure or restriction, their updating if incomplete or incorrect, and their erasure if collected in violation of law, as well as object to their processing, subject to the existence of legitimate reasons on the part of the Data Controller. The Data Controller also has the right to portability, i.e. to receive the personal data provided by the data subject in a structured, commonly used and machine-readable format. For this purpose, it is possible to contact the Data Controller or the Data Protection Officer. Lastly, we inform you about the possibility of lodging a complaint with the Italian Supervisory Authority – Data Protection Supervisor – Piazza Venezia n. 11 – 00187 Rome. For any further information you may send a request to the following email address: [privacy@ice.it](mailto:privacy@ice.it).

The above may be integrated with further indications, also in consideration of the regulatory changes or the provisions of the European Commission and the Data Protection Authority.

Date: December 15th, 2021

A handwritten signature in black ink, appearing to read 'Filippo Fusaro'.

**Filippo Fusaro**  
Trade Commissioner  
Kuala Lumpur Office

**Italian Trade Commission**  
Trade Promotion Office of the Italian Embassy

