

RECRUITMENT NOTICE

Authorization of 30.06.2021 and order of service n. 18 of 17.11.2017.

A selection procedure is officially open for the recruitment of one employee for the Italian Trade Agency, Doha office. His/her role will focus on Foreign Direct Investments and the attraction of investments from Qatar and Bahrain to Italy. The employment contract will have the duration of 12 months from the 1st of October 2021 to the 30st of September 2022.

I. GENERAL ADMISSION REQUIREMENTS

Candidates intending to apply must satisfy the following requirements:

1. At least 22-year-old as of the date in which this announcement is being published;
2. Bachelor's Degree in Economics/Finance or equivalent;
3. At least one-year of working experience in Qatar;
4. Proficiency in English and Italian (mandatory) plus acceptable knowledge of Arabic (optional);
5. Previous experience in Finance Trade and FDI Attraction.

II. PRESENTATION OF APPLICATIONS

The Applications must be submitted in English or Italian to ICE Doha (Al Jazeera Tower, Conference Center Street, Diplomatic Area, West Bay, Office 1902 - PO Box 4188 - Tel : 44210593), from 08.45 am until 16.45 pm or by email to doha@ice.it, within the 29th of July 2021.

In the applications for admission test, the candidates will declare under their own responsibility:

- a) Surname, first name, date, place of birth and residence;
- b) E-mail address where all communications should be sent;
- c) Citizenship/s possessed;



- d) How long He/She has been residing in Qatar;
- e) Criminal background checks providing information on arrest and conviction history including those imposed abroad;
- f) Possession of the educational qualification indicated in the point 2 of the previous paragraph I;
- g) Written and spoken knowledge of the following languages: English – Italian – Arabic.

Applicants will also have to attach the following documents:

1. ID issued by the local authorities, which proves the residency in the State of Qatar and the work permit. Italian citizens must also submit the declaration of residence (AIRE).
2. Passport copy;
3. Copy of qualifications;
4. Curriculum Vitae written in English or Italian;
5. Tax Residency Self-Certification.

In order to assign the additional scores mentioned in the following paragraph "VI - Evaluation of Qualifications", candidates can also declare:

6. Possession of educational qualifications higher than those required by attaching a copy of the documentation.
7. Previous work experience in professional areas equivalent to those referred in this recruitment notice by attaching a copy of the documentation.

Based upon the number of valid applications received, a list will be published of such valid candidate, who shall be individually informed in writing about the date, time and venue 7 days prior the exams.

III. APPLICANTS EXCLUDED FROM SELECTION PROCESS

The following applications will determine the exclusion from the tests:

- Applications who do not fulfill the requirements specified in the previous paragraph "I. General Admission Requirements";
- Applications without a handwritten signature;

- Applications submitted after the deadline as stated in the previous paragraph II of this recruitment notice.

IV. EMPLOYMENT TESTS

All candidates who have submitted a valid application shall be intimated to participate in a series of oral, written and practical tests, namely:

1. A written translation, without the use of the dictionary, of an office text from English into Italian, for which candidates shall avail of 1 (hour) time limit;
2. A written translation, without the use of the dictionary of an office text from Italian to English, for which candidates shall avail of 1 (hour) time limit;
3. A written translation, with the use of the dictionary, of an office text from English into Arabic, for which candidates shall avail of 1 (hour) time limit (optional, availability to be mentioned in the application);
4. A conversation consisting of:
 - a) A conversation in English language intended to verify the optimum knowledge of the said language as well as the professional capabilities of candidates and their effective integration in the local environment.
 - b) A conversation in Italian in order to verify the proficiency and the knowledge of the language;
 - c) A conversation in Arabic in order to verify the knowledge of the language (optional, availability to be mentioned in the application).

V. MINIMUM SCORING REQUIREMENT

Each test carries a minimum of 60/100 marks, whereas the aggregate overall marks to be considered fit for the job requires a minimum of 70/100 marks.

VI. EVALUATION

Candidates may be entitled to extra points depending on whether they possess an academic certificate higher than the one required for the candidature, and/or can provide documented evidence of a previous working experience. These extra marks will be assigned as follows:



- a) for each academic certificate above the one required for the application: mark 1/100 up to a maximum of 2/100 extra marks.
- b) for each year of previous service carried out equivalent to this requirement notice: mark 1/100 up to a maximum of 3/100 extra marks.

VII. DOCUMENTATION TO BE PROVIDED BY THE WINNER CANDIDATE

The winning candidate shall provide ICE Doha with the following certificates in original:

- a) ID issued by the competent local Authorities; Italian citizens must submit the certificate of registration to AIRE.
- b) Qualifications in original translated into English;
- c) Police Clearance from the local Authority and from the Country of citizenship.

The certifications mentioned in the above points a), b) must be submitted within 15 days from the official request by ICE Doha.

The remaining documentation must be presented before finalizing the contract.

Doha, 1st of July 2021



IL PRESENTE BANDO E' STATO AFFISSO NELLA BACHECA DELL'AMBASCIATA D'ITALIA A DOHA E PUBBLICATO SUL SITO: <https://www.ice.it/it/mercati/qatar/doha>