



ITALIAN TRADE AGENCY
Bangkok Office

JOB ANNOUNCEMENT

1) Market Analyst

The employer: The Italian Trade Agency in Bangkok

Italian Trade Agency (ICE-ITA) is the government agency with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry for Foreign Affairs and International Cooperation. ITA provides information, support and advice to Italian and foreign companies as Trade and Promotion Section of the Italian Embassy in Thailand.

Additional information about the Italian Trade Agency are available at:

<https://www.ice.it/en/index.php/markets/thailand>

The Italian Trade Agency is currently seeking qualified candidate for the following position.

Job Position: Market Analyst

(permanent contract, with 3 months' probation period)

The candidate will be required to perform the following duties:

- ❖ Market/sector analysis to identify new trade opportunities for Italian SMEs, and strategies and operational plans for their approach to Thai market.
- ❖ Organization of promotional events such as trade fairs, exhibitions, workshops and seminars B2B, B2G, B2C
- ❖ Provision of the services listed in the ITA catalogue of services <https://www.ice.it/en/index.php/markets/thailand> to Italian SMEs;
- ❖ Assistance to Italian and Thai companies interested in importing/exporting;
- ❖ Identification and selection of trade missions to/from Italy, as well as to/from Thailand, including provision of logistic assistance;
- ❖ Assistance pertaining to general office clerical activities;
- ❖ Utilization of all dedicated ITA software for tracking and following the services and the initiatives (i.e. GED Electronic Protocol, CRM, Managing Service web for invoicing and similar);
- ❖ Management and monitoring of results achieved.
- ❖ Management of administrative procedures
- ❖ Perform other related ad-hoc duties to support the team and top management;

The candidate must meet the following mandatory requirements:

- ❖ Minimum of bachelor's degree preferably in Economics/ Management/ Marketing/ Marketing Communications or other equivalent degrees.
- ❖ Experience in the Food sector at least 2 years.
- ❖ Valid visa (Business Visa) and tax residency in Thailand for two consecutive years at the date of applications;
- ❖ Absence of any criminal sentences, as well as pending charges, both in Thailand and in the country of citizenship.
- ❖ Proficiency in both Thai and English (written and spoken) (TOEIC \geq 700),
- ❖ Professional knowledge of computer systems and window office tools (Excel, Word, PowerPoint, etc.) and any other software systems for general office tasks.

Please note that Candidates lacking the mandatory requirement above will not be considered and will not receive a response. Only short-listed candidates will be contacted for interviews.

The following skills will be prioritized in the selection process:

- ❖ Italian language proficiency spoken and written will be considered as a plus;
- ❖ Strong organizational skills;
- ❖ Master's degree will be considered as a plus
- ❖ Flexibility to work with different teams and ability to work within a team as well as independently;
- ❖ Experience working within an international group would be beneficial;
- ❖ Good knowledge of internationalization activities;
- ❖ Skills and competencies in marketing, F&B and e-commerce sectors;
- ❖ Proficiency in social media is considered a plus;
- ❖ Work experience in a similar role- preferably in similar public sector or TPO – Trade Promotion Organization.
- ❖ Result-oriented, resourceful, positive approach to problem-solving;
- ❖ Immediate or short-term availability.

The candidate should be ready to travel internationally, when required.

Salary and Compensation

Compensation will be **Bath.55,200/monthly for 13 months**, plus a yearly bonus based on performance and availability of funds.

Medical insurance coverage will be offered, 15 days of ordinary leave and 13 paid holidays per year are granted.

Position is for a Full time job on site, no remote working allowed.

Due to the fiscal status of Italian Trade Agency in Thailand, the candidate shall be solely and fully responsible for taxes and all related fiscal requirements requested by local laws

Application Process : Deadline: March 1st , 2024 at 5:00 pm

Documents submission:

1. Interested candidates must submit the attached application letter and CV (specify current salary) ONLY BY EMAIL, to: p.guida@ice.it Attn. Paola Guida specifying in the subject line: "Market Analyst Position" along with the following documents:
 - copy of bachelor's degree certificate
 - copy of passport
 - copy of Business VISA

2. Fill in the Google Form at the following Link: <https://forms.gle/E5rSWWp7DKXT6AgK8>

Selection procedure

ITA will acknowledge receipt of all applications, but only **candidates who meet the above-listed requirements will be invited to move forward in the selection process.** Please note that the selection process includes the passing of a written test and an interview:

1. **Written test** in English and Thai on the following subjects: International Marketing and Communication, market research

The written test is aimed to ascertain relevant knowledge of International Marketing and Communication and assess the candidate strength of reasoning.

The candidates may score **up to 50 points** and **must score at least 35 points** to be admitted to the Practical test.

2. Practical IT test and Interview in English, Thai and Italian (eventually)

The candidates may score **up to 50 points**.

The practical test is aimed to ascertain IT skills (**up to 15 points**).

The interview, conducted either in English and Thai and/or Italian, will focus on CV of the candidate, professional experiences and skills, qualifications, motivation and strength of reasoning (**up to 35 points**). Candidates must perform an oral translation, without the use of a dictionary, of a short text of the local language into English and/or Italian (Proficiency in Italian language will be considerate as a plus)

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 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 12 months. The list will be published on the ITA website.

IMPORTANT NOTICE

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

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 into and in any dealing, with its partners, customers and suppliers (“Code of Conduct”). A copy of ITA Code of Conduct is available at www.ice.it, “Chi siamo” - “Amministrazione Trasparente” (Transparent Administration) – “Disposizioni generali” (General provisions) – “Atti generali” (Acts of general application) – “Code of conduct”.

The successful candidate will be required to provide original copies of the mandatory documents and of those mentioned on the self-declaration.

For additional information about this position, please contact the Italian Trade Agency – Bangkok Office at Trade Promotion Section - Embassy of Italy, 14th Floor, Buhajit Bldg., North Sathorn Rd., Silom, Bangrak, Bangkok 10500, email: bangkok@ice.it, Tel. 02.633-8491

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The Italian Trade Agency (“ITA”) does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.
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Best regards,

Paola Guida
Italian Trade Commissioner

Bangkok, 24.01.2024

APPLICATION for Market Analyst

To: _____

Name, _____, Born at: _____,
resident in: _____ tel. _____
with reference to the employment notice of Trade Analyst, asks to be admitted to participate in the
exams for the recruitment of n. _____ employee/s under a contract to be used for the services
of _____.

For this purpose, I declare the following:

- 1) to be in possession of the following citizenship (s): _____ ;
- 2) to be of healthy physical constitution;
- 3) to be resident in (indicate country) _____ From _____ ;
- 4) to have / not have undergone criminal convictions (including those inflicted abroad), as well as to have / not have criminal proceedings pending in Italy or abroad (In case of convictions or pending measures, indicate them below) _____ ;
- 5) to be in the following position with respect to military obligations (for candidates subject to military service obligations): _____ ;
- 6) to be in possession of the following qualification: _____ ;

The undersigned, for the purpose of assigning the additional score referred to in point 6 of the competition notice, also declares:

- 7) To be in possession of the following qualifications higher than that required, of which I attach the appropriate certification:

- 8) to have provided the services as indicated below for which appropriate certification and / or service attestation is attached:

| EMPLOYER | DUTIES CARRIED OUT | PERIOD OF SERVICE: | | CAUSE OF TERMINATION |
|----------|--------------------|--------------------|----|----------------------|
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Bangkok 24/01/2024 Prot. 0007586/24-1544268

APPLICATION for Market Analyst

The undersigned declares that what he stated in this question is true.
The undersigned declares to have read the information referred to in Article 8 of the Employment Notice.

(Place and date)

(Signature of the candidate)

The undersigned wishes any communications to be sent to the following address:

Mr./Ms. _____

E-mail _____

