



NOTICE OF RECRUITMENT FOR A MARKET ANALYST ASSISTANT (MARKETING QUALIFICATION) ON A PERMANENT CONTRACT AT “ITALIAN TRADE AGENCY (ITA)” OFFICE IN VIENNA

The Italian Trade Agency (“ITA”) is an Italian governmental entity that promotes the internationalization of Italian companies, in line with the strategies of the Italian Ministry of Foreign Affairs and International Cooperation.

With a widespread network of offices worldwide, the Italian Trade Agency (ITA) provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses, promoting the excellence of Made in Italy products internationally.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies linked to Italian Embassies and Consulates, working closely with local authorities and businesses. Further information can be found at www.ice.it

Specifically, the Vienna Office of the Italian Trade Agency (ITA) is in charge for three Countries: Austria, the Czech Republic, and the Slovak Republic.

The ICE-Agency Office in Vienna is currently launching a selection process for the permanent hiring of a "market analyst assistant" who will perform the following functions:

The Market Analyst Assistant will perform the following duties:

- plan and organize initiatives to promote Made in Italy (through seminars, workshops, collective Italian participation in trade fairs, business meetings, missions to and from Italy, etc.);
- provide assistance to Italian and local companies such as lists of importers/partners;
- search and select commercial partners for Italian companies related to their sector of activity and organize professional meetings.
- feed the ITA-Agency portals with news, data, notes, and information on major tenders and business opportunities.
- Collect and process statistical data and specific information to update and produce country factsheets, sector analyses, and economic reports on the main production sectors;
- Manage administrative procedures related to promotional activities and services provided by the Office;
- Maintain social media channels for commercial news.
- Update databases.

This list is not exhaustive.

The candidate must be available to travel abroad for work purposes, if necessary.

Working Hours and Compensation

The position is full-time, with a total of 38 hours per week, and the work location will be at the Italian Embassy in Vienna, Rennweg 27, 1030 Vienna.

The selected candidate will be offered a permanent contract, governed by an employment contract drawn up by the ICE Office in Vienna in accordance with Austrian law.

Gross monthly salary will be €3,000.00 (€2,500.00 + € 500.00); additional payments are possible if the candidate possesses specific skills. A thirteenth- and fourteenth-month salary will also be paid as well as a variable annual bonus, depending on the Office's productivity and the employee's individual performance.

Expected hiring date: May/June 2026

General Admission Requirements

Candidates must meet the following requirements:

- Bachelor's degree or higher, preferably in economics or law
- Excellent knowledge of German, Italian, and a good knowledge of English
- Work permit in Austria (if not a European citizen);
- No criminal convictions or pending charges in Austria or elsewhere
- Knowledge of basic IT tools (Microsoft Office Suite).

Preferred Requirements:

Significant work experience in similar roles

The ideal candidate possesses excellent interpersonal, organizational, and teamwork skills, initiative, autonomy in project management, and role awareness.

Submission of Applications:

Application forms, to be completed according to the form attached to this notice must be submitted electronically, signed, and scanned, to the following email address: vienna@ice.it, indicating in the subject line:

"APPLICATION FOR THE POSITION OF AN ASSISTANT MARKET ANALYST".

The candidate must attach the following documents to the application:

- Copy of a valid identity document;
- Curriculum vitae updated as of the date of application;
- Copy of the stated qualification required for the advertised position.

In the absence of such documentation the candidate cannot be hired. Furthermore, if subsequent checks reveal that the required documentation and statements provided are untrue, the interested party will be immediately removed from employment.

Applications must be received no later than 11:00 a.m. on March 18, 2026.

In the application form, candidates must declare, under their own responsibility:

- Last name, first name, date, place of birth, and residence;
- Email address where any communications should be sent, and telephone number;
- their citizenship(s);
- the absence of any criminal convictions or pending charges in Austria or abroad;
- possession of the required qualification.

We reserve the right to conduct random checks to verify the veracity of the declarations made by candidates. If the check determines that the declarations are false, the candidate will be excluded from the selection process. This check will be mandatory for the successful candidate.

Admission to the Exams and Schedule

Candidates who, based on the documents listed, meet the required requirements will be invited to take a written exam. If they pass this, they will be invited to take the oral tests and the IT test.

Candidates will receive the invitation at least 15 days prior to the test, which is expected to take place in early April. All tests will take place at the ICE offices, the Italian Embassy, or the Italian Cultural Institute.

Any travel, food, and accommodation expenses incurred for participation in the selection process are to be borne by the candidates.

Each candidate will be assigned an alphanumeric code to ensure their anonymity during the marking of the exams and their privacy when the results are published.

Exclusion from the selection process

Pending verification of their eligibility, all candidates participate in the selection process "conditionally." The ICE Agency may exclude them from the selection process at any time, with a reasoned decision.

Selection tests and related scores

To be admitted to the tests, candidates must present a valid identification document.

The commission will have a total of 100 points, distributed as follows:

- Written test: 30 points
- Oral test: 30 points
- English exam: 10 points
- Practical computer test: 10 points
- CV, experience in the foreign trade sector: 20 points

The tests will be structured as follows:

1. A written test divided into two sections:

- A summary document from German to Italian, without the use of a dictionary, of a text on international economics/foreign trade.
- A summary document from Italian to German, without the use of a dictionary, of a text on international economics/foreign trade.

The both written tests will last a total of 2 hours.

Each section of the written exam will be scored out of a maximum of 15 points. Candidates who achieve a score of at least 9 points in each of the two sections will be admitted to the next exam.

2. An oral exam in Italian and German on topics related to international trade, professional aptitude, and ICE activities. Score Maximum score: 30 points

3. An English language exam: Maximum score: 10 points (minimum 6 points)

4. A practical computer science test, designed to assess knowledge of the subject (Office Suite). Candidates will have a total of half an hour to complete the test. The practical computer science test will carry a maximum score of 10 points, with a minimum required score of 6.

Evaluation of qualifications and final ranking

The marks awarded for the written tests, the oral exam, the English exam, the computer test, and the CV will determine the final score and ranking.

The maximum total score is 100 points; in the event of a tie, priority will be given to the candidate with the better score in the written test (Italian into German). The final ranking will be published on the ICE Agency's official website, in the Austria section (<https://www.ice.it/it/mercati/austria>) and will be valid for 24 months.

The ranking will be used in the event that the successful candidate resigns from the position, fails to complete the probationary period, or terminates their employment.

The employment contract can only be signed after receiving the security clearance from the Ministry of Foreign Affairs and International Cooperation (MAECI). If, after the necessary checks, the Ministry refuses to issue the security clearance, the contract cannot be signed, and the candidate in question cannot be hired.

It is understood that no employment relationship may be established between personnel hired by ITA-Agency and diplomatic and consular representations or the Ministry of Foreign Affairs and International Cooperation (MAECI).

Pursuant to Austrian law, the probationary period shall have a duration of one month

The selected candidate will also be required to sign the ITA-Agency Code of Conduct and Discipline. In the event of violations of these obligations, ITA-Agency is entitled to automatically terminate the contract and impose corresponding disciplinary measures against its employees involved. The Disciplinary and Conduct Code is available on the

website www.ice.it under "Transparent Administration" - "General Acts," also in the English version ("Code of Conduct").

Candidates will also be required to sign the ICE Agency Employee Privacy Code.

Personal Data Processing

By signing the application form, you authorize the processing of your personal data in accordance with the provisions of EU Regulation 679/2016 for related purposes. The data controller is the undersigned entity. For further information regarding the processing of personal data, please visit the privacy policy page <https://it/privacy> on the ICE Agency website.

The ICE Agency in Vienna reserves the right to cancel, revoke, or modify this Notice at any time and to extend or reopen the application deadline at any time and for any reason without creating any obligation to candidates.

**Vienna Office
Director
Corrado Cipollini**

NOTICE OF RECRUITMENT FOR 1 MARKET ANALYST ASSISTANT
APPLICATION FORM

The undersigned... (surname and first name)

born... inon...

residing in.....(address)

Contact email address:.....

Contact telephone number:

REQUESTS

to be admitted to the competitive selection process for the recruitment of a permanent employee to be assigned to the role of market analyst assistant

DECLARES UNDER HIS/HER OWN RESPONSIBILITY

(check the boxes and fill in the required information)

that he/she holds the following citizenship(s)

.....

that he/she has no criminal convictions and no pending legal proceedings in Austria or abroad

that he/she knows German, Italian, and English

that he/she holds the following qualification

.....

Attached to this application are:

- copy of CV
- copy of educational qualification
- copy of identity document

Signature

Place and Date

.....

.....

PRIVACY NOTICE – RECRUITMENT AND SELECTION

INFORMATION NOTICE ON THE PROCESSING OF PERSONAL DATA PURSUANT TO ARTICLES 13 AND 14 OF REGULATION (EU) 2016/679 (“GDPR”)

Dear Candidate,

ITA – Italian Trade Agency – the Agency for the promotion abroad and the internationalization of Italian companies (hereinafter also “ICE Agency” or “ICE”), in its capacity as Data Controller, hereby informs you about the methods and purposes for which your personal data will be processed in the context of staff recruitment and selection, in full compliance with Regulation (EU) 2016/679 (GDPR).

Contact details of the Data Controller

The Data Controller is:

ICE – Italian Trade Agency

Registered office: Via Liszt 21 – 00144 Rome, Italy

Tel. +39 06 59921

The Data Protection Officer (DPO) can be contacted at: privacy@ice.it

Purpose, categories of data and legal basis for processing

The personal data provided will be processed for the following purposes:

- to assess your application and manage the recruitment process;
- to comply with any legal obligations related to the selection process;
- to protect ICE Agency in the event of disputes related to the procedure.

The processing may concern:

- personal and identification data (name, surname, date of birth, tax code);
- contact details (address, email, telephone number);
- educational qualifications, professional experience and skills;
- special categories of data (e.g., belonging to protected categories), if voluntarily provided.

The legal bases for processing are:

- the performance of pre-contractual measures taken at the request of the data subject (Art. 6(1)(b) GDPR);
- compliance with legal obligations (Art. 6(1)(c) GDPR);
- the legitimate interest of the Data Controller (Art. 6(1)(f) GDPR);
- for special categories of data, in addition to Art. 6(1)(b), Art. 9(2)(b) GDPR.

Providing such data is optional but necessary to participate in the selection process. Without the requested information, it will not be possible to proceed with the evaluation of your application.

You are advised to avoid including special categories of data that are not required (e.g., religious or political/union beliefs). Should such data be included, ICE Agency will process them only within the limits permitted by law and will delete them if not necessary for the selection process.

Methods of processing, recipients and transfers

ICE Agency attaches great importance to the protection of candidates' personal data and processes the information collected in accordance with the principles of lawfulness, fairness, transparency, relevance and proportionality as set out in Regulation (EU) 2016/679.

Data will be processed exclusively by authorized and adequately trained personnel, using electronic and/or paper-based tools, and always in a manner that ensures the integrity, confidentiality and availability of the information.

The following parties may have access to the data:

- IT service providers, such as recruitment management software providers;
- appointed external consultants (e.g., in labor law or legal matters);
- third parties authorized pursuant to legal obligations or requests from competent authorities.

Data will be processed mainly within the European Economic Area (EEA).

Should technical or organizational needs require a transfer to non-EU countries, ICE Agency undertakes to adopt appropriate safeguards as provided for by the GDPR (Articles 44 et seq.), including Standard Contractual Clauses approved by the European Commission.

Data retention period

Data will be retained for the entire duration of the selection process and, unless otherwise indicated by the data subject, for a maximum period of ten (10) years following the conclusion of the procedure, in compliance with current legislation on transparency in public administration activities. After this period, the data will be deleted or anonymized, unless further retention is required to comply with specific legal obligations.

Rights of the data subject

The data subject may exercise his/her rights at any time, in particular the right to:

- access his/her personal data (Art. 15 GDPR);
- request rectification, restriction, updating or erasure (Arts. 16–17 GDPR);
- exercise the right to data portability (Art. 20 GDPR);
- withdraw any consent given, without affecting the lawfulness of processing based on consent before its withdrawal (Art. 7 GDPR).

For further information, you may send a request to: privacy@ice.it.

Complaints and remedies

In the event of a violation of his/her rights, the data subject may lodge a complaint with the Italian Data Protection Authority:

Piazza Venezia 11 – 00187 Rome, Italy

Website: www.garantepprivacy.it

This notice may be supplemented with additional information, also in consideration of regulatory amendments or provisions issued by the European Commission or the Italian Data Protection Authority.

Date

Candidate's signature
