



ITALIAN TRADE AGENCY

ITA Beijing Office

RECRUITMENT ANNOUNCEMENT FOR A SECRETARY RECEPTIONIST POSITION (FULL TIME)

ITA and ITA Beijing overview

The Italian Trade Commission (ITA) is the Governmental entity which promotes the internationalization of Italian companies according to the policies of the Italian Ministry of Foreign Affairs and International Cooperation. ITA provides support to Italian companies for their internationalization activities. ITA is headquartered in Rome and operates through a network of worldwide offices linked to Italian Embassies and Consulates, working closely with local authorities and businesses.

The Italian Trade Commission Beijing Office (ITA Beijing) is based in Beijing and is the coordinator office for the network of ITA offices in China (ITA Beijing, ITA Shanghai, ITA Canton, ITA Hong Kong).

a) Employment position

ITA Beijing is recruiting a **Secretary Receptionist** with a permanent contract to be employed in our office in Beijing starting approximately in the period of **September/October 2024**, depending to the length of the selection process and the following background checks; the exact starting date is to be confirmed and it might be furtherly postponed.

The selected candidate will complete a probationary period of three months.

Responsibilities

The Secretary Receptionist will take care of the administrative and organizational tasks to support the office daily operation, namely:

1. performing general secretarial duties for the management (drafting letters and notes, managing agenda and organizing meetings);
2. preparing purchase contracts, dealing with the relevant administrative procedures;
3. provide support on tasks related to accounting;
4. uploading information and news into database and calendars;
5. managing ITA Beijing website and social media accounts;

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Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015





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6. preparing documents, memos, minutes and reports as requested;
7. telephone switchboard operations;
8. sorting and filing of the daily correspondence;
9. ensuring compliance with mandatory publications related to tenders and contracts on the Transparent Administration and Anticorruption platforms and all the related portals, registries, and databases.

Please note: the list above is a non-exhaustive reference of the selected candidate's main duties and responsibilities; further tasks could be assigned depending on the needs of the Office.

Work location

Italian Trade Commission Beijing Office (ITA Beijing)

Room 061, Unit 1, Office Building
Sanlitun Diplomatic Residence Compound
No.1, Gongrentiyuchang North Road, Chaoyang District
Beijing, China

b) Typology of contract, salary and benefits

On the basis of a framework agreement between ITA Beijing and FESCO (Beijing Foreign Enterprise Human Resources Service Co., Ltd.), the selected candidate will be recruited by subscribing a labor contract with FESCO, which will then dispatch the candidate to work for ITA Beijing. ITA Beijing and the selected candidate will subscribe an additional labor contract defining all the details of their work relationship. Along with the subscription of the labor contract with ITA Beijing, the selected candidate will receive and sign for acceptance the Office's Employee Handbook, defining the terms and conditions of the employment at ITA Beijing.

Gross monthly salary will be **RMB 9.992,04** (total monthly salary before paying individual income tax and mandatory contributions to be borne by the employee, including housing fund).

ITA Beijing will be responsible for the corresponding payment of required contributions and part of the housing fund to be borne by the employer according to China Labour Law.

c) General requirements

- Tax residence in China;
- if not Chinese citizen: permanent residence or permanent work permit in China;
- not being convicted of any criminal offence and not having any pending criminal proceedings in China or any other countries.

Mandatory documents to be provided

- Copy of ID or passport;
- curriculum vitae;
- if not Chinese citizen: copy of permanent residence/work permit in China;
- copy of high school secondary diploma or high school technical diploma;
- self-declaration of absence of criminal records or ongoing criminal proceedings;
- self-declaration of tax residence in China.

d) Education and language requirements

- High school secondary diploma or high school technical diploma;
- Fluency in Chinese and English (spoken and written);
- excellent computer literacy, knowledge of the MS Office package (Word, Excel, Power Point), Internet applications, Google Drive and Gmail, conference calls software (Zoom, G-meet, Webex, Meets, etc.);

e) Preferential requirements

- Fluency or working proficiency in Italian;
- previous work experience in similar roles;
- higher degree of study;
- professional understanding of social platforms including, but not limited to, Facebook, Twitter, LinkedIn, Instagram, WeChat, Weibo, etc.;
- excellent interpersonal and communication skills;
- project management skills coupled with attention to detail and multitasking ability;
- ability to work in a team;
- proactive and problem-solving approach.

Please note: if selected, candidates must submit proof of the requirements listed above. Proof of absence of criminal records/proceedings must be issued by relevant authorities according to the candidate's citizenship.

f) Selection Committee

ITA Beijing will carry out the selection procedures in accordance with the provisions of its own internal regulations (ITA Order of Service n. 7/24 dated 31/05/2024).

Candidates wishing to participate in the selection process will be evaluated by a Commission. The Commission will be comprised of three members, all part of the ITA Beijing Office personnel. The Commission will be assisted by a Secretary who will perform secretarial and administrative functions during the selection process.

g) Selection process

The selection process will be comprised of the following sessions which will be announced to the candidates with a notice of at least 15 calendar days.

1. **Written test** in English aimed at ascertaining relevant knowledge of administrative procedures, the functioning of public organizations and basic elements of international trade.
2. **Oral and practical test** aimed at ascertaining the suitability to perform the functions inherent to the position of Secretary Receptionist, the language skills, and the knowledge of the main IT tools and related applications.

h) Test scores and minimum scores

The maximum score for the test is 100/100.

Failure to reach the established minimum score in any of the tests will result in the exclusion from the selection process.

The scores are determined as follows:

1. **Written test in English:** maximum score: 20; minimum score: 12;
2. **Oral and practical test:**
 - **Interview (in English):** maximum score: 20; minimum score: 12;
 - **oral translation without the use of dictionary of a short text from English into Chinese:** maximum score: 15; minimum score: 8;
 - **oral translation without the use of the dictionary of a short text from Italian into Chinese:** maximum score: 10 (as preferential requirement);
 - **Practical test on IT tools:** maximum score: 15; minimum score: 8.

Additional scores will be considered in the evaluation of the preferential qualifications, namely: previous work experience in similar roles (maximum score: 10), higher degree of study (maximum score: 10).

At the end of the selection process, based on the scores obtained in each test 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.

Exams calendar

The exam calendar will be communicated to shortlisted candidates only. The tests are expected to take place within the month of **July 2024**. ITA Beijing is not responsible for any changes in the exams calendar.

i) How to apply

A request for participation must be sent to: **pechino@ice.it**
The request should indicate in the subject “**Secretary Receptionist**” and enclose **all the mandatory documents** listed at page 3, in addition to any certification proving IT and languages’ knowledge or other relevant skills and achievements.

j) Application deadline

Applications must be received within **Sunday the 7th of July 2024**, by h 17.00 Beijing time.

Exclusion from selection procedures

Candidates will not be admitted to the selection procedures if:

- 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 received after the deadline set forth by this announcement.

k) Publication of selection

Results and ranking will be published, anonymized with an identification number, on ITA Beijing official website, on the following section:
<https://www.ice.it/it/mercati/cina-rp-include-hong-kong-e-macao/pechino-ufficio-di-coordinamento-la-repubblica-popolare-0>

l) Validity of ranked list

The ranking will remain valid for ITA Beijing for 24 months after the current selection. Should ITA Beijing need to hire additional personnel to cover the positions of Secretary, candidates listed in the ranking will be contacted and offered the post with legal and economic conditions to be defined accordingly.

m) Miscellaneous

Please note

The recruitment of the suitable candidate is subject to a **No Objection Statement** released by the Italian Government, which could take from 40 to 65 days to be issued. The Statement is released after a background check aimed at verifying the possession of the listed requirements and the truth of the declarations made. ITA Beijing is not responsible for any delay in the release of this statement.

The contract subscribed between ITA Beijing and the selected candidate is subject to the approval and **countersignature of the Head of Mission**, the Ambassador of Italy to the People's Republic of China.

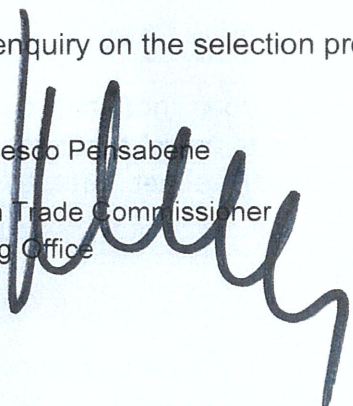
Disclaimer

ITA Beijing 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 sessions of tests/interviews.

Request of clarification

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

Francesco Pensabene
Italian Trade Commissioner
Beijing Office



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 a position as Secretary Receptionist for ITA Beijing Office.

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

ITA – Italian Trade Agency, Beijing Office, located in Room 061, Unit 1, Office Building, Sanlitun Diplomatic Residence Compound, No.1, Gongrentiyuchang North Road, Chaoyang District, Beijing, China. Contact: pechino@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: pechino@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.

PLACE, DATE AND SIGNATURE

SELF-DECLARATION OF POSSESSION OF REQUIREMENTS

Name and Surname	
ID/Passport number	
Place of Birth	
Date of Birth	
Address	
Telephone number	
E-mail address	
Application for the position of	<i>SECRETARY RECEPTIONIST – ITA BEIJING OFFICE</i>

THE CANDIDATE DECLARES

To have tax residence in China.	Yes <input type="checkbox"/> No <input type="checkbox"/>
To have a permanent residence or permanent work permit in China (for non-Chinese candidates).	Yes <input type="checkbox"/> No <input type="checkbox"/>
To not have any reported criminal convictions or pending criminal charges.	Yes <input type="checkbox"/> [no pending charges] No <input type="checkbox"/>

The undersigned formally declare that the above information is true and correct and is aware of the consequences of false and misleading declarations, as per Italian and local laws. The undersigned formally authorizes ITA Agency to carry out any necessary background checks aimed at verifying the possession of the requirements and the authenticity of the declarations made. The undersigned accepts to present the documentation certifying the possession of requirements in case of selection.

Place and date: _____

Signature: _____