



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

سفارت ایتالیا - بخش توسعه بازرگانی

Tehran, April 14<sup>th</sup>, 2022

Prot. 0047050/22

## JOB OPENING SECRETARY/RECEPTIONIST POSITION

ITA - Italian Trade Agency (Trade Promotion section of the Italian Embassy) is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investments in Italy.

With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized enterprises. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world.

### 1. JOB DESCRIPTION

The Italian Trade Agency - Tehran office is seeking a full-time **Secretary/Receptionist**.

The duties of the candidate shall be – but are not limited to - the following:

- Answering the telephone
- Hosting the guests
- Registering, keeping files, data entry, documents filing
- Collaborating to all activities of the office
- Schedule the activities as assistant to the Director of the office
- Acts as an interpreter/translator
- Operating electronic office equipment (such as personal computer, telephone, and others)

### 2. MANDATORY REQUIREMENTS

- To be 18 years old at the date of this notice
- High school diploma or any other superior certificate

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ICE – Trade Promotion Section of the Italian Embassy  
17 Nelson Mandela Blvd, Unit 15, 7<sup>th</sup> floor, Navak Bldg,  
1518643111, Tehran, IRAN  
T +98 (0) 21 8888 9828 / F +98 (0) 21 8888 9839  
[teheran@ice.it](mailto:teheran@ice.it)  
[www.ice.it](http://www.ice.it)

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- Proficiency in Italian language
- Iranian citizenship or permanent residency in Iran for at least two years
- Clean criminal record certificate (گواهی عدم سوء پیشینه)
- The candidate should be ready to travel in Italy and internationally when required

**Candidates lacking even one of the above-listed requirements will not be considered.**

### **3. PREFERENTIAL REQUIREMENTS**

- Organizational attitude
- Communication skills
- Self-learning attitude
- Previous office working experiences
- IT skills (Word, Excel)

### **4. WORK LOCATION AND HOURS**

ITA-Italian Trade Agency  
Trade Promotion Section of the Italian Embassy, Tehran Office  
17 Nelson Mandela Blvd, Unit 15, 7th floor, Navak Bldg, 1518643111, Tehran, IRAN

The office schedule is:  
Sunday to Thursday 09:00-13:00 / 13:30-17:30

### **5. SALARY AND COMPENSATION**

Monthly gross salary will be about Euro 700.00. In addition to the gross salary, statutory benefits such as children, house allowances and workers coupons will be paid.

Due to the status of the Italian Trade Agency in TEHRAN, the candidate shall be individually liable for payment of salary tax.

### **6. DURATION OF THE CONTRACT**

From the day of signing the contract till the 20<sup>th</sup> of March 2023. At the end of the first contract, the duration of the renewable contract will be one year. (From 21<sup>st</sup> of March to 20<sup>th</sup> of March)

Please note that the first three months of work are considered a probationary period.



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## 7. APPLICATION PROCESS

Interested candidates **must submit the application form ([click here](#))**, **ONLY BY EMAIL**, to: [teheran@ice.it](mailto:teheran@ice.it) **Attn. Matilda Haratonian** specifying in the subject line: **“Name/Family name/Secretary Position 2022”** along with the following documents:

- Resume and any other document useful to assess previous experience or qualifications
- National ID card
- Identification carnet
- Passport and residency documentation (only for not Iranian citizens)

***Please note that ITA will ask to the selected candidate all the original documents required in this job opening notice at the signing of the contract.  
ITA will provide pre-employment medical examination for the selected candidate.***

**Deadline for sending the application: April 30<sup>th</sup>, 2022 at 24:00 (local time).**

**No application arriving after the indicated deadline will be accepted.**

## 8. SELECTION PROCEDURE

ITA will acknowledge receipt of all applications by email. Only the **candidates who meet the above-listed requirements will be allowed to participate to the selection procedure.**

Each candidate will be ranked on a 100 points scale. 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 candidate in the ranking list. The ranking list will remain valid for 6 months from the date of the publication on ITA website: <https://www.ice.it/it/mercati/iran/lavora-con-noi>

The selection procedure includes:

- A. Italian language test (written and oral) to assess the knowledge of the language (50 points). The candidates must score at least 35 points (corresponding to level B2 of the European classification).

The estimated period of the test will be the third or the fourth week of May 2022 (the date, time and place will be published one week before the test on ITA website: <https://www.ice.it/it/mercati/iran/lavora-con-noi>).

The results of the test above will be published on ITA website: <https://www.ice.it/it/mercati/iran/lavora-con-noi>, within 2 weeks from the date of the test indicated in letter A.

**Only the candidates who succeed to pass the test indicated in letter A will be admitted to the interview and the practical test.**

**The interview and the practical test will include:**

- B. Conversation in Italian and oral translation, from Italian to Farsi and Farsi to Italian without using a dictionary (10 points).
- C. Interview in Italian focused on general skills, motivation and organizational skills (30 points).
- D. Practical test aimed to assess IT skills (10 points).

The estimated period of the interview will be the first or the second week of June 2022 (the date, time and place will be published one week in advance on ITA website: <https://www.ice.it/it/mercati/iran/lavora-con-noi>).

The final ranking list will be published on ITA website: <https://www.ice.it/it/mercati/iran/lavora-con-noi>, within 2 weeks from the date of the tests indicated in letters B, C and D.

The selection procedure will be carried out according to the Iranian anti-covid Protocol.

## **9. IMPORTANT NOTICE**

This selection could be suspended and/or canceled at any moment and for any reason or no reason by ITA at its sole discretion, without creating any obligation for ITA toward the 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 on the website at the following link:



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[http://ww2.gazzettaamministrativa.it/opencms/export/sites/default/gazzetta\\_amministrativa/amministrazione\\_trasparente/agenzie\\_enti\\_stato/agenzia\\_ICE/010\\_dis\\_gen/020\\_att\\_gen/2014/Documenti\\_1389874530679/1620809957804\\_code\\_of\\_conduct\\_2021.pdf](http://ww2.gazzettaamministrativa.it/opencms/export/sites/default/gazzetta_amministrativa/amministrazione_trasparente/agenzie_enti_stato/agenzia_ICE/010_dis_gen/020_att_gen/2014/Documenti_1389874530679/1620809957804_code_of_conduct_2021.pdf).

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. Provided that every requirement of education, skill, technical qualifications, and experience are met, the criterion for selection will be the ability to perform the job under the specified conditions of the position offered. All personnel will be given equal opportunity, based on performances and competencies.

Please note that when the candidate is selected, the secretary/receptionist position will be covered approximately 2 months after the final ranking list is published on ITA website: <https://www.ice.it/it/mercati/iran/lavora-con-noi>.

## 10. PRIVACY POLICY

Available on ITA website: <https://www.ice.it/en/index.php/privacy>.

Director  
ITA office in Tehran  
Giancarlo Albano

