

VACANCY INFORMATION

POSITION: ASSISTANT ACCOUNTANT

ITA – ITALIAN TRADE AGENCY – CAIRO OFFICE

Italian Trade Agency – Introduction

The ITA-Italian Trade Agency is the government organization which promotes the internationalization of the Italian companies, in line with the strategies of the Italian Ministry for Foreign Affairs. ITA provides information, support, and advice to Italian and foreign companies.

In addition to its Rome headquarters, ITA operates worldwide from a large network of Trade Promotion Offices linked to Italian embassies and consulates and working closely with local authorities and businesses.

ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other:

- Identification of possible business partners
- Bilateral trade meetings with Italian companies
- Trade delegation visits to Italy
- Official participation in local fairs and exhibitions
- Forums and seminars with Italian experts

Vacancy at ICE Cairo Office

Position: Assistant Accountant

The Italian Trade Agency, Office in Cairo, invites candidates to present their application for the position Assistant Accountant.

Assignments of the position:

- managing the financial accounting and reporting operations of the office
- prepare and manage an annual office expense budget in addition to several promotional project budgets
- prepare bid requests and oversee the award process and execution of all contracts for goods and services in accordance with the Italian code of public contracts



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e
l'internazionalizzazione delle imprese italiane

- oversee the organization of marketing projects and events that promote internationalization of Italian companies, including fairs, exhibitions networking events and missions of buyers
- oversee the human resources aspects of the office, including hiring, monitoring and enforcing policies and procedures

The initial gross monthly salary provided by the ITA-Agency will be Euro 880.00 (Euro Eighthundredeighty.00).

Mandatory minimum requirements

- Perfect knowledge of Arabic language (written and spoken)
- Knowledge of Italian and English language (written and spoken)
- University bachelor's degree in Economics, Commerce, Business administration or similar
- Microsoft office proficiency
- Experience in accounting or business administration
- Excellent interpersonal, communication and organizational skills
- Proactive attitude, work by objectives and results-oriented approach

Preferential selection criteria

- Master degree in Economics, Commerce, Business administration or similar
- Previous work experience in accounting in embassies, consulates, agencies, foreign government in Egypt
- Previous experience of accounting work with associations and other Italian entities in Egypt
- Previous work experience in similar jobs in the private or public sector

How to apply

Applications for this vacancy must be drawn up according to the **form** available on the website of Cairo ITA Office <https://www.ice.it/it/mercati/egitto> – section “Vacancy”.

To apply, candidates must transmit the **application form** electronically, signed, scanned and accompanied by a copy of the identity card only by email, to the electronic address ***ilcairo@ice.it*** attaching the documents requested below. No other means such as mail or physical will be accepted.

Forms not signed and not fully and properly filled in will not be taken into consideration

Documents to be attached along with the application form

- cv European format written ***in Italian***
- Identity card with photograph
- University Degree/Master's certificate from a recognized university
- Declaration of nationality/nationalities
- Declaration of tax residency in Egypt
- Work permit (non-Egyptian applicants only)

At the bottom of the cv add the sentence below:

Autorizzo il trattamento dei miei dati personali ai sensi dell'Art. 13 Dlgs 196 del 30 giugno 2003 e dell'Art. 13 GDPR (Regolamento UE 2016/679) ai fini della ricerca e selezione del personale.

- Please note that it is mandatory to present a certificate of absence of current or pending criminal convictions (criminal record) original document issued by Egypt government authority to all selected candidates who passed the oral test.

If the candidate with the highest score is unable to provide a hard copy of this original certificate to the ITA-Agency, Cairo Office, within 7 days, the selection process automatically switches to the next candidate with the second highest score.

Deadline for the presentation of applications

21.07.2022 h.11:00 am

To the following e-mail address: ilcairo@ice.it

Applications received by email beyond the mentioned date and time (deadline 21.7.2022, h.11:00) will not be considered.

EXAMS (written and oral)

All tests (written and oral) will be in Italian, English and Arabic.

Candidates will be submitted to the following tests to verify the aptitude for the performance of functions related to the advertised position.

For final score evaluation, each of the following mandatory tests will have a score from 1 (min) to 10 (max), with the minimum score for eligibility being 6 (six) for each exam.

Written exam (test of Italian, Arabic and English in accounting)

- Financial accounting principles
- Journal entries
- Office's bank and vendors' relations

Candidates who have passed the written tests with a minimum of 6 points for each exam will be admitted to the oral exam.

Oral exam

- Interview in English, Italian and Arabic on the same topics of written test
- Practical test aimed at verifying knowledge of the main computer tools and respective applications (word, excel, power point). The content and difficulty of the test will be evaluated according to the level of the position of Assistant Accountant.

For preferential selection criteria, additional points will be awarded as follows:

- Master degree in Economics, Commerce, Business administration or similar (2 additional points)
- Previous work experience in accounting of at least 3 years in embassies, consulates, agencies, foreign government in Egypt (3 additional points)
- Previous experience of at least 3 years in accounting with associations and other Italian entities in Egypt (2 additional points)
- at least 2 years of work experience in similar jobs in the private or public sector (1 additional point)

The final selection of the candidate will be subject to verification of all documents (originals) presented by the candidate:

- proof of residency and citizenship
- certified copy of all educational degrees
- certificate of accounting work experience from previous employers
- certificate of physical aptitude released by a recognized doctor
- valid criminal record

A formal invitation for candidates admitted to the written exam will be sent by email to the email address provided by the candidate.

The list of candidates selected for examination and interview will be also published on section "Vacancy" in our official website <https://www.ice.it/it/mercati/egitto>

Written and oral tests will be done in person. If the candidate cannot attend the tests for health or personal reasons, he/she will be considered as having failed and not rescheduled.

Please note that recruitment is subject to internal procedures as well, along with no objection from Italian authorities.

Passing the exams mentioned above does not automatically imply any obligation for ITA-Agency to recruit or sign the employment contract with the selected candidates, nor should it be considered as candidate's automatic recruitment at the ITA-Agency office in Cairo.

The vacancy will be awarded to the suitable candidate with the highest score. If the candidate declines the offer, it will be offered to the next candidate on the short list, and so on. The short list will remain valid for 1 year.

- Recruitment is possible and will only be effective if, after the examination and interview process, the first scoring candidate submits the original certificates required in the recruitment notice and a valid criminal record within 7 days from the date of receipt of our official communication.

Recruitment is possible and will only be effective after:

- Full completion of all internal procedures by the Italian authorities after selection
- Signing of the employment contract with ITA-Agency in Cairo
- Full and positive completion of a 3-month internship period, as indicated in the employment contract signed with ITA-Agency Cairo

In the eventuality that the candidate with the highest score is unable to provide all original documents requested from the office to ICE Cairo within 7 days of the publication of the final results list on the official website <https://www.ice.it/it/mercati/egitto> , section "Vacancy", the selection process automatically switches to the next candidate with the second highest score.

If the day in question falls on a holiday, it is understood that the due date moves to the next business day.

This selection may be suspended and / or canceled at any time for any reason, ITA-Agency Cairo Office at its sole discretion, without generating any moral or legal commitment to the candidates, including those who fully meet the job requirements.

For any queries, send an email to ilcairo@ice.it

Francesco Pagnini
Manager

Italian Trade Agency - Cairo Office



APPLICATION FORM

ITA – Italian Trade Agency – Cairo Office - Trade Promotion Section of the Italian Embassy - Cairo
 3, Abou El Feda Str. - Cairo

(Name) (Family name).....
 Born in at resident in
 with reference to the
 Recruitment Notice for one (1) position of Accounting Assistant, hereby requests to participate in the examination process
 to fill the vacancy at ICE- Agency, Cairo Office.

For this purpose, I confirm and declare the following information::

- 1) I have the following citizenship(s)
- 2) I am physically and mentally fit:
- 3) I am resident in (country) since
- 4) I have not suffered any criminal conviction (including abroad), as well as any criminal proceedings in Italy or abroad;
- 5) I have the following qualification:
- 6) I have the following Degree.....

- 7) Knowledge of Arabic language (written, spoken) yes not
- 8) Knowledge of English language (written, spoken) yes not
- 9) Knowledge of Italian language (written, spoken) yes not

For the purpose of obtaining an additional score, the undersigned also declares:

10) Possess the following qualifications, in addition to what is requested, and together with this the respective certificates / diplomas:

.....

11) Have served the following organizations/companies, relevant attested documents/certificates attached to this:

Employer	Duties fulfilled	Duration of service		Reason to leave
		start	end	

The undersigned confirms that all information provided by him is true to the best of his knowledge.

The undersigned also declares to allow the personal data provided by him to be processed for the purpose of examination procedures, through manual, computerized and electronic tools, for the purpose of carrying out the evaluation procedure, and the information may be preserved, even later, for the possible establishment of an employment relationship for the purposes inherent to the management of that relationship, having knowledge of the information on the privacy law provided for in Regulation EU 2016/679 and legislative decree of June 30, 2003, no. 196, on the Code on the protection of personal data.

Place and date: Signature of the candidate:

**For any future correspondence, the candidate wishes to be contacted
 at the following email address: _____**