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## JOB DESCRIPTION

### Deputy Secretary General

22<sup>nd</sup> June 2021

#### About the IICCI

The IICCI - Indo-Italian Chamber of Commerce and Industry is a non-profit association under Indian law of about 1000 companies, professionals and individuals founded in 1966 and recognized by the Italian Government - Ministry of Economic Development. Associated with Assocamerestero and part of the 81 Italian Chambers of Commerce Abroad, the IICCI has a network of 5 offices in India, with headquarters in Mumbai and regional offices in major Indian cities, Delhi, Calcutta, Chennai and Bangalore. Its mission is to support the creation and development of industrial and commercial partnerships between India and Italy, thus promoting the economic interests of the two countries.

#### Tasks

The Deputy Secretary General of the IICCI will have to assist the CEO & Secretary General of the IICCI in coordinating the Chamber team for the implementation of the strategic plan and for the achievement of the objectives defined by the Board, with a particular focus on adoption of latest technological solutions able to ensure visibility, outreach, efficiency, and efficacy.

Specifically, the Deputy Secretary General will report to the CEO & Secretary General the progress and the technical and economic-financial reporting, internal and for third parties of the various projects, activities and initiatives of the IICCI, and will:

1. Prepare and manage, in coordination with the IICCI Controller, the contents:
  - a. of the annual communication to the Ministry of the program of activities to be carried out and the report on the activities carried out.
  - b. of project proposals and related reporting to Italian and / or Indian territorial bodies and / or associations.
2. Act in support of the CEO & Secretary General of the IICCI as a first contact and operational point of reference for all projects, activities and initiatives carried out in collaboration with Italian institutional, association, chambers of commerce and private stakeholders, coordinating the delivery with the IICCI team.
3. Assist the Director, in coordination with the Controller, the Project Managers and the Managers of the regional offices of the IICCI, in the definition of the budget and the annual targets and prepare the quarterly internal reports necessary for the monitoring and assessment of the strategic projects of the IICCI and the development of chamber memberships.
4. Coordinate with the IICCI Marketing & Communication team in defining, approving, implementing and monitoring promotional campaigns, through print and / or digital channels, for IICCI institutional activities, projects and initiatives, with specific attention to materials and campaigns in Italian language.



## Profile

The ideal candidate is between the ages of 30 and 40, has a degree in Economics and / or Political Science or similar disciplines, and has preferably an experience of at least 3 years in no-profit organizations, in managing projects in the context of business internationalization.

The basic requirements are:

- proven knowledge of digital technologies and web-marketing;
- demonstrated skills in project management;
- perfect knowledge of Italian and English, spoken and written;
- perfect knowledge of the office package, in particular excel and similar programs;
- willingness to travel frequently, in India and Italy.

Particular attention will be paid to candidates who demonstrate:

- outstanding communication and public speaking skills;
- a knowledge or interest, even in a personal capacity, of India and its culture, possibly gained following extended stays in India;
- a proactive personality, used to operating in a multicultural context, aimed at improvement of their skills, ready to take on challenges and to work in a team;
- precision and keen attention to detail.

## Specifications

- The position is intended for the IICCI head office in Mumbai. However, if circumstances require, relocation to other cities with IICCI offices might be necessary.
- Type: Indian employment contract, in Indian currency, for a period of three years. Upon completion of the period, a contract for an indefinite duration can be considered.

To apply, send CV and motivational letter to [secretary.general@indiaitaly.com](mailto:secretary.general@indiaitaly.com)