

## **NOTICE OF RECRUITMENT OF CONTRACT EMPLOYEES**

*(courtesy translation)*

The Ambassador of Italy to the Arab Republic of Egypt;

HAVING REGARD to Presidential Decree No. 18 of 5 January 1967 concerning the Organization of the Ministry of Foreign Affairs, as subsequently amended and supplemented, with particular reference to Legislative Decree No. 103 of 7 April 2000, which replaced Title VI of Presidential Decree No. 18/1967 relating to contract employees at offices abroad;

HAVING REGARD to Ministerial Decree No. 032/655 of 16 March 2001, registered by the Court of Auditors on 27 April 2001 (Reg. 4; File 296), concerning "Requirements and procedures for the recruitment of contract employees at diplomatic missions, consular offices abroad and Italian Cultural Institutes";

HAVING REGARD to the ministerial authorization referred to in the message No. 10134 of 19 January 2026 and the reasons stated therein;

### **HEREBY ANNOUNCES**

A selection procedure is opened for the recruitment of **three (3) permanent contract employees** to be assigned to the position of **Administrative Assistant**.

### **1. GENERAL REQUIREMENTS FOR ADMISSION**

Applicants may take part in the selection procedure provided they meet the following requirements:

1. have reached the age of 18 on the date of this notice;
2. be physically fit for the duties to be performed;
3. hold the following educational qualification: lower secondary school diploma or equivalent;
4. have been resident in Egypt for at least two years.

All the prescribed requirements must be met by the closing date for submission of applications referred to in point 2 below, with the exception of the age requirement.

### **2. SUBMISSION OF APPLICATIONS**

Applications for admission to the selection procedure, prepared using the form available at the Embassy of Italy, must be submitted **no later than 12:00 noon on Thursday, 19 February 2026.**

Applications must be submitted electronically, duly signed, scanned and accompanied by a copy of a valid identity document, to the following email address: [cairo.personale@esteri.it](mailto:cairo.personale@esteri.it)

In the application, candidates shall declare under their own responsibility:

- a) surname, name, date and place of birth, and residence;
- b) an address for correspondence;
- c) that they are physically fit for the duties to be performed;
- d) their citizenship(s);
- e) the length of their residence in the country;
- f) any criminal convictions, including those imposed abroad, as well as any pending criminal proceedings in Italy or abroad;
- g) their position with regard to military service obligations (for candidates subject to conscription);

- h) possession of an educational qualification at least equivalent to that indicated in point 1, paragraph 3.

For the purpose of awarding additional points pursuant to point 6 “Evaluation of qualifications”, candidates may also declare:

- i) possession of educational qualifications higher than the required one, enclosing appropriate certification, including copies;
- j) previous work experience involving duties equivalent to those referred to in this notice (for employees already in service, duties may also be immediately lower than those required), enclosing appropriate certification — including copies — and indicating the reasons for termination.

### **3. EXCLUSION FROM THE SELECTION PROCEDURE**

The following shall result in exclusion from the selection procedure:

- a) applications from which it does not appear that all the requirements set out in point 1 are met;
- b) applications lacking a handwritten signature;
- c) applications submitted or sent after the deadline established in point 2.

### **4. EXAMINATION TESTS**

Candidates meeting the above requirements shall be required to sit a series of theoretical and practical tests consisting of:

1. a written translation, without the use of a dictionary, of an official text from English into Arabic, to be completed within one hour;
2. an interview consisting of: a) a conversation in English aimed at assessing excellent knowledge of the language, professional aptitude, and the candidates’ effective integration into the local environment; during this interview, candidates’ knowledge of the activities carried out by diplomatic and consular offices abroad will also be assessed; b) a conversation in Arabic to assess thorough knowledge of the language, during which candidates shall perform an impromptu oral translation, without the use of a dictionary, of a short official text from Arabic into English;
3. a practical test on the use of a personal computer for office duties;
4. a mainly practical test in secretarial work, records management, and accounting assistance;
5. a mainly practical test in consular assistance;
6. an optional additional test consisting of an interview in Italian aimed at assessing knowledge of the language, during which candidates shall perform an impromptu oral translation, without the use of a dictionary, of a short official text from Italian into English.

### **5. MINIMUM PASSING SCORE**

To be deemed eligible, candidates must obtain an average score of at least 70/100, with no score lower than 60/100 in any individual test.

### **6. OPTIONAL TESTS AND EVALUATION OF QUALIFICATIONS**

For the purpose of drawing up the final ranking list of eligible candidates, a maximum of **1/100** may be added to the average score obtained by each successful candidate for the optional test.



In addition, points shall be awarded for higher educational qualifications and previous work experience (provided they are documented as specified in point 2), within the following limits:

- a) for each educational qualification higher than the minimum required: **1/100**, up to a maximum of **2/100**;
- b) for each year of service performed without demerit in duties at least equivalent to those provided for in this notice (or immediately lower in the case of employees already in service): **1/100**, up to a maximum of **3/100**.

## **7. DOCUMENTATION**

The selected candidate is required to submit the following documentation:

- a) birth certificate;
- b) certificate(s) of citizenship held;
- c) certificate attesting residence in Egypt during the two years preceding the application deadline;
- d) criminal record certificate issued by the local authorities;
- e) authenticated copies of educational qualifications (foreign qualifications must be accompanied by an official translation and a declaration of equivalence issued by the competent Italian consular authority)
- f) *(for candidates whose citizenship differs from that of the host country only)* copy of the residence permit.

With reference to point f), it is emphasized that, in the absence of such documentation, recruitment cannot proceed.

With regard to the residence requirement, it is specified that the relevant certification is normally the residence certificate issued by the competent local authorities.

In countries where there is no competent authority or where documents issued by local authorities are considered unreliable, as provided for in Article 6, paragraph 2, of Ministerial Decree No. 032/655 of 2001, the selected candidate may request this Office to issue a substitute certification attesting possession of the requirement, pursuant to Article 52 of Legislative Decree No. 71 of 3 February 2011.

Italian citizens duly registered in the Register of Italians Residing Abroad (AIRE) may submit a self-certification of AIRE registration.

Documentation issued by a foreign administration must be legalized. Documentation drawn up in a foreign language must be accompanied by a translation conforming to the original.

The documentation referred to in points a), b), and c) must be submitted **within 15 days** of the request by the Office. The remaining documentation must be submitted before the signing of the contract.

**Italian and European Union citizens**, in lieu of the documentation referred to in points a), b), c), d), and e), shall submit the relevant self-certifications pursuant to Article 46 of Presidential Decree No. 445 of 28 December 2000, limited to cases where the information is contained in Italian or EU public registers and provided that the Italian Representations are able to access them for verification purposes.

Should subsequent checks reveal that the content of the self-certifications is untrue, the individual concerned shall incur the criminal penalties provided for in Article 76 of Presidential Decree No. 445/2000 and shall be immediately dismissed from employment and from any other benefit obtained on the basis of the false declaration.

Based on the applications received within the deadline, a list of candidates admitted to the examination tests shall be drawn up. Such candidates shall be notified in writing at **least 10 days** before the scheduled date of the tests.

A specific Selection Committee shall be appointed for the purposes of this notice.

In any event, the selected candidate may not commence service until the ministerial measure approving the contract has been endorsed by the Central Budget Office.

## **8. INFORMATION ON THE PROCESSING OF PERSONAL DATA**

The processing of personal data for the purposes of admission to the examination tests and possible recruitment shall be carried out in accordance with the principles of lawfulness, fairness and transparency, safeguarding the fundamental rights and freedoms of individuals. For this purpose, the following information is provided:

1. The Data Controller is the Ministry of Foreign Affairs and International Cooperation of the Italian Republic (MAECI), which, in the present case, acts through this diplomatic/consular Representation (contact details available on the official website of the Mission);
2. For enquiries or complaints, the data subject may contact the Data Protection Officer (DPO) of the MAECI (Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 Rome, telephone: +39 06 36911 (switchboard), email: [rpdpd@esteri.it](mailto:rpdpd@esteri.it), certified email: [rpdpd@cert.esteri.it](mailto:rpdpd@cert.esteri.it));
3. The personal data processed are solely intended for the admission of candidates to the examination tests and for the management of the employment relationship for the selected candidate(s), as provided for by Presidential Decree No. 18/1967 (Title VI), as amended by Legislative Decree No. 103 of 7 April 2000, and by Ministerial Decree No. 032/655 of 16 March 2001;
4. The provision of such data, which will be recorded by MAECI–DGRI–Office VI in a specific paper and electronic register, is mandatory by law. Any refusal to provide the data may result in exclusion from the selection procedure, conditional admission, or the impossibility of proceeding with recruitment;
5. The processing of data, carried out by specifically appointed personnel, shall be performed both manually and by automated means;
6. The ranking list of eligible candidates shall be published on the official notice board and on the institutional website of the Mission. The data of selected candidates will be communicated to the Ministry of Economy and Finance (MEF) – Central Budget Office at the MAECI, pursuant to Article 5 of Legislative Decree No. 123 of 30 June 2011. The data of the selected candidate(s) will also be communicated to the entities provided for by Italian and local legislation, including: the MEF – Central Budget Office at the MAECI for expenditure authorizations; the AGS for advisory opinions when required; appointed legal counsels for defense before local courts; the Ministry of Economy and Finance; the Ministry of Labour; private insurance companies for the obligations under Article 158 of Presidential Decree No. 18/1967; INPS; INAIL; local social security and welfare bodies; and local authorities for the purposes of the necessary administrative requirements;
7. For candidates who are not selected, in the absence of other legal provisions, personal data shall be deleted 15 years after the conclusion of the selection procedure, taking into account Articles 317, 157 and 161 of the Criminal Code. For reasons of legal certainty, the data of selected candidates shall be retained indefinitely in their respective personnel files pursuant to Article 68 of Presidential Decree No. 445/2000 and point 5 of MAE Circular No. 25/1972;
8. The data subject may request access to their personal data and, under the conditions laid down by applicable law, request their rectification. Within the limits of the law and without prejudice to the consequences for the continuation of the administrative procedure, the data subject may also request restriction of processing or object to processing. In such cases, the data subject shall contact the diplomatic/consular Representation to which this application is addressed, informing the MAECI DPO for information purposes;
9. If the data subject believes that their rights have been infringed, they may lodge a complaint with the MAECI DPO. Alternatively, they may contact the Italian Data Protection Authority (Garante per la Protezione dei Dati Personali), Piazza di Monte



Citorio 121, 00186 Rome, telephone: +39 06 696771 (switchboard), email: [garante@gdpd.it](mailto:garante@gdpd.it), certified email: [protocollo@pec.gdpd.it](mailto:protocollo@pec.gdpd.it).

Cairo, 20 January 2026

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