

NOTICE OF RECRUITMENT OF TEMPORARY 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, in particular, to Article 153, paragraph 2, of Presidential Decree No. 18 of 5 January 1967, which permits the recruitment of temporary employees;

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. 156473 of 25 August 2026 and the reasons stated therein;

HEREBY GIVES NOTICE

This Embassy intends to recruit **1 (one) employee to perform driver/messenger/switchboard operator duties**, under a **fixed-term employment contract** for a period of 6 months (renewable, if necessary, only once).

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: **primary school certificate or equivalent**;
4. hold, on the date of the driving test, a **valid driving license** authorizing the performance of driver duties in Egypt.

2. SUBMISSION OF APPLICATIONS

Applications, including a **Curriculum Vitae** and a valid **identity document**, must be submitted **no later than 12:00 noon on Sunday, 20 September 2026**, on plain paper, addressed to:

Embassy of Italy in the Arab Republic of Egypt
Address: Nile City Towers, North Tower, 2005C Nile Corniche, Bulaq, Cairo

or sent by email to cairo.concorsi@esteri.it

Applications shall be deemed to have been submitted within the deadline if received by the above-mentioned date and time.

3. ADMISSION TO THE SELECTION INTERVIEWS

The Embassy reserves the right to invite to the selection interviews those candidates who, on the basis of the documentation submitted, are deemed to be best suited to the position.

4. SELECTION TESTS

Candidates invited to the selection process will undergo an **interview**, in English and Arabic, aimed at assessing their professional skills and suitability, as well as a **driving test**.

5. DOCUMENTATION

The **selected candidate** is required to submit the following documentation:

- a) birth certificate;
- b) self-declaration of physical fitness for employment;
- c) educational qualifications in certified true copy (foreign educational qualifications must be accompanied by an official translation and a declaration of equivalence/value issued by the competent Italian consular authority);
- d) *(for candidates whose nationality differs from that of the country of service only)* copy of the residence permit;
- e) certified photocopy of the driving license, valid for the performance of driver duties in Egypt.

With reference to point d), it is emphasized that, in the absence of such documentation, it will not be possible to proceed with the recruitment.

Documentation issued in a foreign language must be duly translated and legalized.

Italian and European Union citizens, in lieu of the documentation referred to in the above-mentioned points a) and c), shall submit the appropriate substitute declarations of certification pursuant to Article 46 of Presidential Decree No. 445 of 28 December 2000, solely in cases where the statuses, personal circumstances and facts are contained in Italian or European Union public registers and, in the latter case, provided that our Representations are granted access for any necessary checks.

Should subsequent checks reveal that the content of the substitute declarations is untrue, the person concerned shall be subject to the criminal penalties provided for under Article 76 of the aforementioned Presidential Decree No. 445/2000 and shall be immediately dismissed from employment and deprived of any other benefit obtained on the basis of the false declaration.

Under no circumstances may the selected candidate commence employment until the Central Budget Office has affixed its visa to the ministerial measure approving the contract.

Cairo, 13 September 2026

THIS NOTICE WAS POSTED ON THE NOTICE BOARD AND PUBLISHED ON THE OFFICIAL WEBSITE OF THIS EMBASSY ON 13 SEPTEMBER 2026

INFORMATION ON THE PROCESSING OF PERSONAL DATA

The processing of personal data for the purposes of any invitation to selection interviews 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 Representation's website);
2. For enquiries or complaints, the data subject may contact the Data Protection Officer (DPO) of the Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 Rome, telephone: +39 06 36911 (switchboard), email: rpdp@esteri.it, certified email: rpdp@cert.esteri.it;
3. The personal data processed shall be used exclusively for the possible invitation of candidates to admission interviews and for the management of the employment relationship of the successful 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 dedicated 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 data of the successful candidate(s) shall 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 his/her personal data and, under the conditions provided for 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 his/her rights have been infringed, he/she 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@gpdp.it, certified email: protocollo@pec.gpdp.it.