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

HEREBY ANNOUNCES

A selection procedure is opened for the recruitment of **2 (two) contract employees** to perform **driver/messenger/switchboard operator duties**.

1. GENERAL REQUIREMENTS FOR ADMISSION

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

1. be **at least 18 years of age** 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. have been **resident** in Egypt for **at least two years**;
5. hold, on the date of the driving test, a **valid driving license** to perform driving duties in the Arab Republic of Egypt

All the prescribed requirements must be met by the closing date for submission of applications referred to in Section 2 below, with the exception of:

- the requirement to be at least 18 years of age;
- possession of a driving license.

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 Sunday, 6 December 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.concorsi@esteri.it**

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

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 time they have been resident in the Arab Republic of Egypt;
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;
i) possession of a valid driving license authorizing them to perform driving duties in the Arab Republic of Egypt

For the purpose of awarding additional points pursuant to Section 6 "Evaluation of qualifications", candidates may also declare:

j) possession of educational qualifications higher than the required one, enclosing appropriate certification, including copies;
k) 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 is not possible to establish that the candidate meets all the requirements specified in the preceding Section 1;
b) applications lacking a handwritten signature;
c) applications submitted after the deadline established in Section 2.

4. EXAMINATION TESTS

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

1. **an interview** including: a) a conversation in English aimed at assessing the good knowledge of the language, professional aptitude, and the candidate's 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, aimed at assessing the candidate's good knowledge of the language. During this conversation, candidates' knowledge of local traffic regulations shall also be assessed;
2. A **driving test**;
3. A **predominantly practical test** involving the reception and direction of members of the public, operation of the telephone switchboard, sorting and distribution of correspondence, etc.

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.

A minimum score of 70/100 is required in the driving test.

6. ASSESSMENT OF QUALIFICATIONS

For the purpose of drawing up the final ranking list of the eligible candidates, additional points shall be added to the average score obtained by each candidate who has passed the examinations, for educational qualifications higher than the one required and previous work experience (provided that these are substantiated by the documentation attached to the application, as specified in Section 2 above), within the following limits:

a) for each educational qualification at a level higher than that required for admission to the examinations: 1/100 point, up to a maximum of 2/100 points;

b) for each year of service performed satisfactorily in duties at least equivalent to those specified in this notice (or immediately below the required level in the case of employees already in service): 1/100 point, up to a maximum of 3/100 points.

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;
g) an authenticated photocopy of the driving licence valid for the performance of driving duties in Egypt.

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 document to be submitted 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 dedicated Selection Committee shall be appointed for the purposes of this Notice.

Under no circumstances may the selected candidate commence service until the ministerial decree approving the employment 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: rpd@esteri.it, certified email: rpd@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@gpdp.it, certified email: protocollo@pec.gpdp.it.

Cairo, 3 November 2026

THIS NOTICE WAS POSTED ON THE OFFICIAL NOTICE BOARD AND PUBLISHED ON THE OFFICIAL WEBSITE OF THIS EMBASSY ON 3 NOVEMBER 2026