

FAQ

JOB DESCRIPTION

Which kind of position is open?

- It is open 1 (one) position in the Commercial Office;
- The selected candidate will be mainly employed in :
 - o Analysis;
 - o Redaction of documents;
 - o Following commercial issues;
 - o Meeting with Italian Company/Iraqi Authorities

What are the general requirements for admission?

Candidates who meet the following requirements can participate in the tests:

1. Have completed 18 years of age.
2. To be physically fit.
3. Are in possession of the following qualification: secondary school diploma of 2nd degree or equivalent.
4. Non Iraqis must have been resident in Iraq for at least two years.

HOW TO APPLY

How can I submit applications for admission?

- Applications must apply no later than 12.00 p.m. on 9 January 2021 using exclusively the form available on this website.
- Application form **must be signed by the applicants**
- Applications can be sent electronically with a copy of a valid identity document (Passports, ID), to the following e-mail address: baghdad.amministratz@esteri.it
- Applications can also be delivered by hand to: **Ambasciata d'Italia in Baghdad Address: FOB Fernandez (Tigris Compound), West wing – Villa no.9, Baghdad, International Zone, Iraq.** In this case the applications are considered submitted in good time if received within the submission deadline.

In the application form, the candidates will declare under their own responsibility:

1. Full name.
2. E-mail.
3. To be of healthy physical condition.
4. The citizenship or citizenships they hold.
5. How long they have lived in the country.
6. Any criminal convictions including those imposed abroad as well as any pending criminal proceedings against them in Italy and abroad.
7. The position regarding military obligations (for candidates subject to military service obligations).
8. Possession of a qualification at least equivalent to that indicated in paragraph 3 of point 1 above.

The applicant is not eligible to take the test if:

1. Is not used the indicated form;

2. Application form is not signed by the applicant.
3. He/she did not submit the required documents.
4. The application form is delivered after 12.00 p.m. on 9 January 2021

SELECTION PROCEDURE

When the test will take place?

Italian Embassy will inform by email about the schedule of the examination, while the test will be conducted inside the Italian Embassy. Information regarding access procedure will be shared after 9 January 2021.

What are the exam tests?

- A written translation of office texts from English to Arabic lasting one hour, without a dictionary.
- An interview consisting of a conversation in English, aimed at verifying the excellent knowledge of the language.
- During this interview, candidates' knowledge of Iraqi commercial legislation will be assessed.
- Conversation in Arabic in order to assess their in-depth knowledge.
- A practical test of using computer for the performance of office duties.
- An optional one-hour written translation of official texts from Arabic into Italian, without dictionary.

What is the minimum eligibility score?

To achieve eligibility, candidates must obtain an average of at least 70/100, with marks not less than 60/100 in each test.

When the Selection will be completed? When the contract will start?

- The selection is likely to be completed by the end of February 2021;
- Taking into consideration the timing given to the selected candidate to produce the required documentation, the internal control of the Italian Embassy and administrative procedures conducted by Rome, the selected candidate will likely start in October 2021;

INFORMATION ON THE CONTRACT

How long is the duration of the contract?

- The selected candidate will be employed for few months in probationary;
- Upon confirmation, the candidate will sign permanent contract;

Salary and Benefits

- The employ will earn a 12 monthly salary of around 1800 Euro;
- The employ with a dependent family will be entitle to request a family supplement.

SELECTED CANDIDATE

How to know if I have been selected?

- The Commission will upload on this website all the information related the stages of the selection;

- Candidates will receive email communications;
- The selected candidate will be instructed by the Italian Embassy on the steps to follow;

What are the required documents? (Only for the candidate selected)

1. Birth certificate.
2. Citizenship certificate.
3. Certificate attesting residence in Iraq in the two years preceding the date of the application submission deadline.
4. Certificate of healthy physical condition.
5. College certificate.
6. Criminal record certificate issued by local authorities.
7. Certified copies of qualifications (foreign qualifications must be accompanied by an official translation and a declaration of value issued by the competent Italian consular authority).

What if I am not the winner?

- The Commission will establish an Official ranking of the eligible candidates, that will be public on this website [rinuncia](#)
- In case of the first candidate renunciation, the second in the ranking will be called;

Upon the winning of the binding, all required documents must be certified and translated into Italian