



EMBASSY OF ITALY
BAGHDAD

RECRUITMENT NOTICE FOR PERMANENT CONTRACT EMPLOYEES

The Italian Embassy in Baghdad

HAVING REGARD TO Presidential Decree 05/01/1967, n. 18 concerning the organization of the Ministry of Foreign Affairs, and subsequent amendments, with particular reference to the Decree. April 7, 2000, n. 103, which replaced the Title VI of the Presidential Decree n. 18/67 relating to contract employees at the offices abroad;

CONSIDERING the Ministerial Decree 16.3.2001, n. 032/655, registered by the Court of Auditors on 27.4.2001 (Reg. 4; Fg. 296), on "requirements and procedures for recruitment of contract employees at the diplomatic missions, consular offices abroad and the Italian Institutes of Culture";

CONSIDERING the ministerial authorization referred to the message Mae-57582 of 29 March 2018;

CONSIDERING the opportunity, in relation to service requirements, to reduce to 15 days the deadline for submitting requests to participate, in accordance with art. 5 of the aforementioned D.M. n. 655/2001;

ANNOUNCES

It is hereby given notice of a selection procedure for hiring No. 1 employed on contract to be assigned to services for administrative assistant in the secretarial-archive-accounting field for the needs of the Embassy, with a permanent contract.

1. GENERAL REQUIREMENTS FOR ADMISSION

May participate in the examination, candidates who meet the following requirements:

- 1) have, at the date of this notice, completed 18 years of age;
- 2) are of a healthy constitution;
- 3) are in possession of the following qualification: secondary school or equivalent license;
- 4) have the residency in Iraq since at least two years.

The requirements must be met on the expiry date set at section 2) below, for submission of requests to participate, with the exception of:

- Having completed 18 years old (as of 4 april 2018).

2. SUBMISSION OF APPLICATION FORMS

Applications for admission to the tests for recruitment should be submitted no later than **18.00 (local time) on 19th April 2018.**

Applications can be submitted via e-mail, **signed and with a copy of a valid document of identity,** to this address ambasciata.baghdad@esteri.it

Or on plain paper to:

Italian Embassy in Baghdad

Address: FOB Fernandez (Tigris Compound), West Wing - Villa 9, International Zone, Baghdad

Applications are deemed submitted in due time if received within the deadline mentioned above.

When applying for admission to the tests, the candidates must declare under their own responsibility:

- a) surname, name, date of birth, place of birth and address of residence;
- b) address to which must be sent to any communications;
- c) to be of sound physical constitution;
- d) the nationality or nationalities they possess;
- e) how long they reside in Iraq;
- f) any criminal convictions including those imposed abroad as well as the pending criminal action against them in Italy and abroad;
- g) their position with regard to obligatory military service (for those candidates to military service);
- h) the possession of at least the same school degree as that referred to in above paragraph 3 of Section 1.
- i) previous work experience in public administrations or with equivalent tasks to those referred to in this notice or, in the case of employees already in service, the tasks performed can be immediately lower, than those required;
- j) causes of the end of previous work experiences.

For the allocation of additional points referred to in following paragraph "6-Evaluation of qualifications" candidates may also declare:

- k) the possession of school degrees higher than required, attaching appropriate certification;
- l) previous work experience with equivalent tasks to those referred to in this notice (in the case of employees already in service, the tasks performed can be immediately lower than those required), attaching appropriate -even certification copy- and indicating the causes of the end of such service;

3. EXCLUSION FROM THE SELECTION PROCEDURES

The following are causes of exclusion from the selection process:

- a) lack of any requirements prescribed in the preceding paragraph "1. General Requirements for Admission";
- b) applications without the autograph signature;
- c) applications sent or submitted after the deadline established by section 2 of this announcement.

4. TEST OF EXAMINATION

Candidates who meet the above requirements, will be subjected to a series of theoretical and practical tests that will consist of:

- written translation, without vocabulary, of a working text from English to Arabic, in a hour-time;
- an interview as follows: a) conversation in English; b) conversation in Arabic in order to evaluate the deep knowledge of this language, with an improvised oral translation, without vocabulary, of a working text in English;
- a practical test on the use of a personal computer;
- a practical test on typical activities of the secretarial-archive-accounting field;
- conversation in Italian language (optional).

5. MINIMUM SCORE

To achieve minimum score, applicants must obtain an average of at least 70/100, (and not below 60/100 in each test).

6. (OPTIONAL TESTS AND) EVALUATION OF SCHOOL/OTHER DEGREES

In forming of the list of suitable candidates, the average of the scores obtained by each candidate considered eligible will be increased by 1/100 for each optional test.

In forming of the list of suitable candidates, the average of the scores obtained by each candidate considered eligible will receive an extra score for the possession of school degrees higher than required and for previous work experience (as long as proven by the application documentation, as indicated in paragraph 2 above), with the following limits:

- a) for each academic qualification of a degree greater than that required to participate in the tests: 1/100 points, up to a maximum of 2/100 points;
- b) for each year of service rendered free of demerit with tasks at least equivalent to those provided for in this Notice (or immediately lower in the case of employees already in service): 1/100 points, up to a maximum of 3/100.

7. DOCUMENTATION

The winning candidate will have to produce the following certifications:

- a) birth certificate
- b) certificate of citizenship (for each nationality owned)

- c) a certificate attesting residence in Iraq in the two years preceding the date of the deadline for submission of applications
- d) certificate of good health condition
- e) criminal record certificate issued by the Local Authority
- f) certified copies of school titles / academic qualifications (non-Italian titles must be accompanied by an official translation and a declaration of value which will be released by the Italian embassy)
- g) (only for non Iraqi citizens) a copy of the residence permit

With reference to item g), it is emphasized that in the absence of such documentation, it is not possible to recruit the candidate.

With reference to the requirement of residence, it is appropriate to clarify that the document to be submitted is usually the certificate of residence issued by the competent local authorities.

In countries characterized by the lack of an authority responsible or from the alleged unreliability of the documents issued by the local authority, as required by art. 6, paragraph 2, of D.M. n. 032/655 2001, candidates may request this office to issue a replacement certificate declaring the possession of the requirement, pursuant to art. 52 of Legislative Decree no. 3 February 2011 n. 71.

Italian citizens listed in the Anagrafe of Italians residing abroad (AIRE) may submit a statement in lieu of AIRE registration certification.

Documents produced by a foreign authority must be legalized by the Italian Embassy. Certification written in Arab or other language must be accompanied by a translation in Italian or English compliant with the originals.

The certification referred to in a), b), c), d) must be presented within 15 days from the date of the request by the Office. The remaining documents shall be submitted before signing the contract of employment.

Please note that **Italian and European Union citizens**, in place of the certification referred to in paragraphs a), b), c), e), f) must submit the appropriate affidavits of certification referred to in Article 46 of DPR December 28, 2000, n. 445, limited to cases in which the states, personal qualities and facts are contained in Italian or European Union public records and, in the latter case, as long as Italian Embassies and consulates are given the opportunity to access for inspection.

If subsequent tests were to bring out the inaccuracy of the content of the affidavits, the person concerned shall incur the penalties provided for in Article 76 of the abovementioned Presidential Decree n. 445/2000, decaying immediately by the use and by any other benefit achieved possibly on the basis of false declarations.

Based on the evidence obtained from applications submitted in due time, a list of candidates will be made for the tests that will be convened by means of written communication sent to the interested persons at least 10 days before the date of the tests.

For all matters referred to in this Notice it will be formed a special commission.
The selected candidate will in any case start to serve only after the endorsement by the Central Budget Office's ministerial decision on approval of the contract.

Baghdad, 4th April 2018



The Ambassador of Italy in Baghdad
Bruno Antonio Pasquino

**THIS NOTICE HAS BEEN POSTED ON THE EMBASSY WEBSITE AND CONSULAR
BILLBOARD ON 4th April 2018.**



The Ambassador of Italy in Baghdad
Bruno Antonio Pasquino