



Embassy of Italy
Abuja

VACANCY ANNOUNCEMENT

(courtesy translation)

The Ambassador of Italy

EXAMINED the Presidential Decree (D.P.R.) n. 18 of 05.01.1967, concerning the Regulation of the Administration of Foreign Affairs, and subsequent modifications and additions, with particular reference to the Legislative Decree of 7 April 2000, n. 103, which replaced Title VI of the D.P.R. n. 18/67 relating to contract employees of Offices abroad;

EXAMINED the Ministerial Decree n. 032/655 of 16.3.2001, endorsed by the Court of Audit on 04.27.2001 (Reg. 4; Fg. 296), containing "requisites and procedures for the employment of contract employees at diplomatic missions, consular offices abroad and Italian Institutes of Culture";

CONSIDERING the ministerial authorization referred to in the Mae-mail message N. 160125 of 18 September 2019;

SEIZING the opportunity, in relation to service needs, to reduce to 15 days the deadline for submitting applications to participate, pursuant to art. 5 of the aforementioned Ministerial Decree n. 655/2001;

ANNOUNCES, HEREBY, THE FOLLOWING

the Embassy is launching a selective procedure in order to hire 1 (one) employee to be used in the commercial section.

1. GENERAL REQUIREMENTS FOR ADMISSION

Only Candidate who will meet the following requirements will be admitted to the tests:

- 1) having reached the age of 18 at the date of this notice;
- 2) being in good health;
- 3) having the following qualifications: 2nd degree secondary education diploma or equivalent;
- 4) being a resident subject in Nigeria for the last 2 years;

The above mentioned requirements must be owned at the end of the period provided in the next point 2 for the presentation of the job applications exception made for :

- the 18th year of age.

2 PRESENTATION OF THE JOB APPLICATIONS

Applications for admission to the tests must be filled according to the model available at the premises of The Embassy of Italy in Abuja or on the Embassy web site (<https://ambabuja.esteri.it>) must be submitted no later than 12 p.m. of November 5th, 2019.

Applications may be submitted electronically, signed, scanned and accompanied by a copy of a valid ID, at the following e-mail address: abuja.segreteria@esteri.it

Applications, signed and accompanied by a copy of a valid ID, can also be presented and

- delivered by hand at the Embassy of Italy Chancery (the application will be registered with an arrival date stamp)

sent by mail (DHL,UPS,EMS to the Embassy of Italy at the following address: 21st crescent, off Constitution Avenue, European Complex, Central Business District, Abuja

In this second case applications are considered submitted in due time if received within the deadline.

In the admission application to the tests, candidates will declare under their own responsibility:

- a) surname, name, date, place of birth and residence;
- b) address where any communication must be sent;
- c) to be physically and mentally healthy;
- d) citizenship or citizenships in their possession;
- e) how long they have lived in the country;
- f) any criminal convictions including those inflicted abroad as well as pending criminal proceedings in Italy and abroad;
- g) the position regarding military obligations (for candidates subject to military service);
- h) possession of the qualification at least equivalent to that indicated in paragraph 3 of the preceding point 1;

In order to benefit of the attribution of additional scores (see the following point 6-Assessment of qualifications "candidates may also declare:

- i) possession of academic qualifications higher than the one requested, attaching suitable certification also in copy;
- j) previous work experiences with job descriptions related to those described in this announce (in the case of employees already in service, tasks performed may be lower than those required), attaching suitable certification - also in copy - and indicating the causes of resolution.

3. EXCLUSION FROM SELECTION PROCEDURES

The exclusion from the selection tests may be determined by the following cases:

- a) applications presented missing of particulars requested in the previous point "1. General requirements for admission";
- b) applications without signatures;
- c) applications sent or submitted after the deadline provided in the previous point 2 of this announcement.

4. EXAM TESTS

According to art. 7 Candidates who will meet the above requirements will be undergoing a series of theoretical and practical tests through which they will have to show a very good knowledge of Italian and English languages:

1 A written translation, without use of dictionary, of an text (Office related document) from Italian into English, (candidates will have an hour to end the test);

2. An interview consisting of:

a) a conversation in Italian, aimed to verify the excellent knowledge of the language, the professional aptitudes of the candidates and their conditions as people effectively integrated into the local environment. During this interview candidates will be assessed with knowledge of commercial legislation, with specific regard to the activities carried out by an Embassy Commercial Section abroad;

b) a conversation in English language targeting the grade of knowledge, during which candidates will have to make an extemporaneous oral translation,

without using the dictionary, of a brief office document from the aforementioned language in Italian;

3. A practical test of the use of the personal computer for the performance of office duties;

4. An eminently practical test of commercial collaboration.

5. MINIMUM ELIGIBLE SCORING

To achieve eligibility, candidates must obtain an average of at least 70/100, with grades of no less than 60/100 in each test.

6. (OPTIONAL TESTS E) EVALUATION OF TITLES

In order to form the final ranking of the eligible candidates, to the average of the scores achieved by each successful candidate, will be added a score for the possession of qualifications higher than the one required, and one for previous work experience (as long as proven by the documentation attached to the application, as indicated in the previous point 2), within the following limits:

a) for each degree higher than the one required to participate in the tests: points 1/100, up to a maximum of 2/100 points;

b) for each year of service provided without demerit with duties at least equivalent to those provided by this Notice (or immediately lower in the case of employees already in service): points 1/100, up to a maximum of 3/100.

7. DOCUMENTATION

The winning candidate must produce the following certification:

- a) birth certificate
- b) certificate of citizenship (s)
- c) certificate attesting the residence in the two years preceding the date of the deadline for the submission of applications
- d) certificate proving to be physically and psichically healthy
- e) Police carachter certificate issued by local police authorities
- f) University/school diplomas to be presented in certified copy (foreign qualifications must be accompanied by an official translation and a declaration of value issued by the competent Italian consular authority
- g) candidates carrying nationality different from the Nigerian one must produce a copy of the residence permit

With reference to point g), it is pointed out that failing to produce such document, will not be possible to proceed to recruit the winning candidate.

With reference to the residence requirement, it is appropriate to clarify that the certificate to be presented is normally the residence certificate issued by the competent local authorities.

In countries characterized by the lack of a competent authority or by the alleged unreliability of documents issued by the local authority, as required by art. 6, paragraph 2, of the Ministerial Decree n. 032/655 of 2001, the winning candidate can request to this Office the issue of a substitute certification that declares the possession of the requirement, pursuant to art. 52 of Legislative Decree 3 February 2011 n. 71

Italian citizens regularly registered in AIRE (Anagrafe degli Italiani Residenti all'Estero) can produce a declaration of registration with the above mentioned data base.

The certification produced by a foreign administration must be legalized. The certification written in a foreign language must be accompanied by a translation in italian attesting conformity to the original.

The certification referred to in points a), b), c), d) must be submitted within 15 days from the date of this Office request. The remaining documentation must be presented before the working contract is signed.

Italian citizens and citizens belonging to European Union Countries, in place of the certification referred to in points a), b), c), e), f) must submit substitutive declarations referred to in Article 46 of the DPR December 28th 2000, n. 445, provided that, the personal qualities and the facts herein contained in Italian public registers could be checked by the Italian authorities in Italy and for those belonging to an European Union Country could be checked by the Italian Diplomatic and Consular Representatives.

Should subsequent checks reveal the untruthfulness of the content of the substitutive declarations, the interested party will incur the penal sanctions referred to in Article 76 of the aforementioned D.P.R. n. 445/2000, immediately forfeiting the employment and any other benefit eventually obtained on the basis of the untruthful declaration.

On the base of the screening of the applications submitted in due time, it will be drafted a list of candidates admitted to the tests, which will be conveyed by a written communication sent to each of those admitted at least 10 days before the date chosen for the tests.

For the formalities required by this Notice, a special Examining Committee will be set up.

The winning candidate will not be able in any case to take up duties before the approval granted by the Central Budget Office (Ministry of Finance) to the ministerial provision (Ministry of Foreign Affairs) approving the contract.

8. INFORMATION ON PERSONAL DATA PROCESSING

The processing of personal data for the purposes of admission to the examination and possible employment will be based on the principles of lawfulness, fairness and transparency to protect the fundamental rights and freedoms of individuals.

To this end, 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 specific case, acts through the Embassy of Italy in Abuja (contacts available on the website of the headquarters);

2. For questions or complaints, the interested party can contact the Head of Personal Data Protection (DPO) of MAECI (Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 ROMA, telephone: 0039 06 36911 (switchboard) , mail: rpd@esteri.it, pec: rpd@cert.esteri.it);

3. The personal data processed have as sole purpose the admission to the examination tests for the candidates and the management of the employment relationship for the winner (s), as foreseen by the D.P.R. 18/1967 (Title VI) modified by Legislative Decree 7 April 2000, n. 103 and by DM 032/655 of 16 March 2001;

4. To provide personal data, which will be recorded at the MAECI-DGRI-Office VI on paper and on computerized file, is mandatory by law. Any refusal may lead to the exclusion from participation in the tests, or to the admission with reservation or the impossibility to proceed with the possible recruitment;

5. Data processing, carried out by specifically appointed personnel, will be carried out manually and telematic;

6. The ranking of eligible candidates will be published on the Register and on the Embassy institutional website . Datas of suitable candidates will be communicated to M.E.F. - Central Budget Office at MAECI, pursuant to art. 5 of Legislative Decree 30.6.2011, n. 123, the winners' data will be communicated to the Government Bodies provided for by the Italian and local legislation: M.E.F. - Central Budget Office at the MAECI for spending authorizations, AGS legal and administrative opinions, Legal counsel for defense in front of the local forum, Ministry of Economy and Finance, Ministry of Labor, Private insurance companies for the obligations pursuant to art. 158 of Presidential

Decree 18/67; INPS, INAIL, local social security / welfare agencies, local authorities for the purposes of the necessary obligations;

7. For candidates who have not succeeded, in the absence of other normative references, the data will be deleted after 15 years from the selection procedure, in regard to articles 317, 157 and 161 of the Penal Code, while for reasons of legality, data of selected candidates will be kept for an indefinite period in the respective personal files pursuant to art. 68 of Presidential Decree no. 445/2000 and point 5 of the Circ. MAE 25/1972;

8. Interested parties may request access to their personal data and, under the conditions established by current legislation, their correction. Within the limits of the law and subject to the consequences on the administrative procedure, he/she may also request the limitation of the treatment or the opposition to the processing. In these cases, the interested party should contact the Diplomatic or Consular Office to which the application has been sent, informing the RPD of the MAECI for information.

9. Should you believe your rights have been violated, you can file a complaint with the MAECI's DPO. Alternatively, you can contact the Guarantor for the Protection of Personal Data (Piazza di Montecitorio 121, 00186 ROMA, tel. 0039 06 696771 (switchboard), mail: garante@gpdp.it, pec: reinstalling@pec.gpdp.it) .

Date

THIS NOTICE HAS BEEN POST UP IN THE EMBASSY CONSULAR REGISTER ON
THE 21th October 2019

Round Office Stamp

