



AMBASCIATA D'ITALIA
NICOSIA

NOTICE OF EMPLOYMENT OF A CONTRACT EMPLOYEE

THE AMBASSADOR OF ITALY IN NICOSIA

HAVING REGARD to Presidential Decree 5.1.1967, no. 18, concerning the Organization of the Ministry of Foreign Affairs, and subsequent amendments and additions, with particular reference to Legislative Decree 7 April 2000, no. 103, which replaced Title VI of Presidential Decree no. 18/67 regarding contract employees at Offices abroad;

HAVING REGARD to Ministerial Decree 16.3.2001, no. 032/655, registered with the Court of Auditors on 27.4.2001 (Reg. 4; Sheet 296), concerning the "requirements and methods of employment of contract employees at Diplomatic Representations, Consular Offices abroad and Italian Cultural Institutes";

HAVING REGARD to the ministerial authorization referred to in message MAECI-96085 of 4 June 2025 and the reasons contained therein;

HEREBY ANNOUNCES

A selection procedure is launched for the recruitment of no. 1 (one) contract employee to be assigned to administrative assistant duties.

1. GENERAL REQUIREMENTS FOR ADMISSION

Candidates in possession of the following requirements may take part in the selection tests:

- 1) have reached the age of 18 as of the date of this notice;
- 2) be of sound physical constitution;
- 3) hold the following educational qualification: high school diploma;
- 4) have been resident in Cyprus for at least two years.

The required qualifications must be held as of the deadline specified in point 2 below for the submission of applications, except for:

- having reached the age of eighteen.

2. SUBMISSION OF APPLICATIONS FOR ADMISSION

Applications for admission to the recruitment tests, to be prepared using the form available at the Embassy of Italy, must be submitted **no later than 11:59 p.m. on 6 July 2025.**

Applications may be sent electronically, signed, scanned and accompanied by a copy of a valid ID, to the following email address: segreteria.nicosia@esteri.it

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

- a) surname, first name, date, place of birth and residence;*
- b) address to which any communications should be sent;*
- c) that they are of sound physical constitution;*
- d) citizenship(s) held;*
- e) how long they have been resident in the country;*
- f) any criminal convictions, including those handed down abroad, and any pending criminal proceedings in Italy and abroad;*
- g) their status with respect to military obligations (for candidates subject to military service);*
- h) possession of the educational qualification equivalent to that referred to in paragraph 3 of point 1 above;*

For the purposes of awarding additional points referred to in point 6 - "Evaluation of qualifications", candidates may also declare:

- i) possession of educational qualifications higher than that required, attaching suitable certification (copies accepted);*
- j) previous work experience with duties equivalent to those covered by this notice (in the case of employees already in service, duties may also be immediately below those required), attaching suitable certification (copies accepted) and stating the reasons for termination.*

3. EXCLUSION FROM THE SELECTION PROCEDURE

The following will result in exclusion from the selection process:

- a) applications showing failure to meet all the requirements under point 1 above;
- b) applications without the handwritten signature;
- c) applications submitted or delivered after the deadline referred to in point 2 of this notice.

4. EXAMINATION TESTS

Candidates meeting the above requirements will undergo a series of theoretical and practical tests consisting of:

1. *a written translation, without the use of a dictionary, of an official text from English into Greek, for which candidates will have one hour;*
2. *an interview consisting of:*

a) a conversation in English to assess excellent language proficiency, the candidates' professional skills and their integration into the local environment; during this interview, knowledge of the work of diplomatic-consular offices abroad will also be verified;

b) a conversation in Greek to evaluate a thorough command of the language, including an impromptu oral translation (without a dictionary) of a short official text from Greek into English;

3. a practical test using a personal computer for office work;

4. a practical test in secretarial tasks, record keeping and accounting support;

5. a practical test in consular assistance duties.

5. MINIMUM PASS MARK

To be deemed suitable, candidates must achieve an average score of at least 70/100, with no individual score below 60/100 in any test.

6. OPTIONAL TESTS AND EVALUATION OF QUALIFICATIONS

For the purpose of the final ranking of successful candidates, an **optional test in the ITALIAN LANGUAGE** may award a **maximum of 1/100 points per test**.

Additional points may be added to the average score obtained by each successful candidate based on possession of higher educational qualifications and previous work experience (supported by documentation attached to the application, as indicated in point 2), as follows:

- a) for each higher-level qualification than that required: 1/100 point, up to a maximum of 2/100 points;*
- b) for each year of service performed without demerit with duties at least equivalent to those envisaged in this Notice (or immediately lower for employees already in service): 1/100 point, up to a maximum of 3/100 points.*

7. DOCUMENTATION

The selected candidate must provide the following documents:

- a) birth certificate*
- b) certificate(s) of citizenship held*
- c) certificate proving residence in Cyprus for the two years preceding the application deadline*
- d) certificate of good health*
- e) criminal record certificate issued by the local authorities*
- f) certified copies of educational qualifications (foreign qualifications must be accompanied by an official translation and a declaration of value issued by the competent Italian consular authority)*
- g) (for candidates not holding citizenship of the country of service) a copy of the residence permit*

With regard to point g), it is emphasized that without this document, employment cannot proceed.

As for the residency requirement, the certificate to be submitted is generally that issued by the competent local authorities.

In countries where there is no designated authority or where local documents are deemed unreliable, as per art. 6, paragraph 2, of Ministerial Decree no. 032/655 of 2001, the winning candidate may request a substitute certificate from this Office declaring fulfillment of the requirement, pursuant to art. 52 of Legislative Decree 3 February 2011, no. 71.

Italian citizens registered in the Registry of Italians Resident Abroad (AIRE) may submit a self-declaration certifying AIRE registration.

Documents issued by foreign authorities must be legalized. Any certification in a foreign language must be accompanied by a certified translation.

Documents under points a), b), c), and d) must be submitted within 15 days of the request from the Office. The remaining documents must be submitted before signing the contract.

Italian and EU citizens may, instead of the certificates under points a), b), c), e), f), submit self-declarations as per article 46 of Presidential Decree 28 December 2000, no. 445, if the relevant personal data are recorded in Italian or EU public registers accessible to our Representations for verification.

Should later checks reveal any false declarations, the candidate will face the penalties under article 76 of the aforementioned Presidential Decree no. 445/2000 and will immediately forfeit employment and any benefits obtained on the basis of the false declaration.

Based on applications submitted on time, a list of admitted candidates will be drawn up, and they will be summoned to the exams via written communication sent at least 10 days before the test date.

A specific Selection Committee will be formed for tasks under this Notice.

The selected candidate may not begin employment until the approval visa has been affixed by the Central Budget Office to the ministerial decision approving the contract.

8. INFORMATION ON PERSONAL DATA PROCESSING

The processing of personal data for the purposes of admission to the selection tests and potential employment will be conducted in accordance with the principles of lawfulness, fairness, and transparency, safeguarding the rights and fundamental 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), acting through this diplomatic/consular Representation (contact details on the embassy website);
2. For questions or complaints, you may contact the Data Protection Officer (DPO) of the MAECI (Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 ROME,

tel: +39 06 36911, email: rpdp@esteri.it, certified email: rpdp@cert.esteri.it);

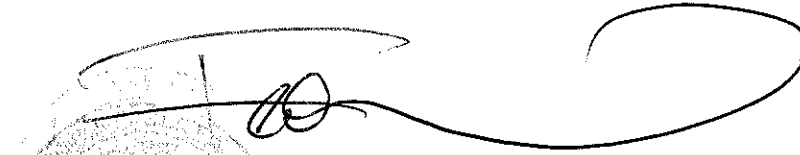
3. Personal data will be used solely for the purposes of managing applications and employment relationships, pursuant to Presidential Decree 18/1967 (Title VI) as amended by Legislative Decree 7 April 2000, no. 103 and Ministerial Decree 032/655 of 16 March 2001;
4. Providing the data is mandatory by law. Refusal may result in exclusion from the selection process, conditional admission, or inability to proceed with employment;
5. Data processing, both manual and automated, will be handled by designated personnel;
6. The list of successful candidates will be published on the notice board and website of the embassy. Data will be shared with the Central Budget Office at MAECI and other Italian and local entities as required (e.g., MEF, AGS, legal representatives, insurance, INPS, INAIL, local authorities);
7. For unsuccessful candidates, data will be deleted 15 years after the selection process. For selected candidates, data will be stored indefinitely in personal files, as per article 68 of Presidential Decree no. 445/2000 and MAE Circular 25/1972;
8. Candidates may request access to their data, rectification, restriction of processing, or object to processing under applicable law. Requests should be made to the diplomatic/consular mission and copied to the MAECI DPO;
9. If rights are violated, a complaint may be submitted to the MAECI DPO or the Italian Data Protection Authority (Piazza di Monte Citorio 121, 00186 ROME, tel: +39 06 696771, email: garante@gpdp.it, certified email: protocollo@pec.gpdp.it).

Date 06/06/2025


THE AMBASSADOR OF ITALY
Federica Ferrari Bravo


Timbro tondo d'Ufficio

**THIS NOTICE WAS POSTED ON THE NOTICE BOARD OF THIS
EMBASSY OF ITALY IN NICOSIA ON 6 JUNE 2025.**



THE AMBASSADOR OF ITALY
Federica Ferrari Bravo



Timbro fondo d'Ufficio