

NOTICE OF RECRUITMENT OF A LOCAL EMPLOYEE

THE AMBASSADOR OF ITALY IN DHAKA

With due reference to:

- The D.P.R. 5.1.1967, n. 18, concerning the Regulation of the Administration of Foreign Affairs, and subsequent amendments and additions, with particular reference to Legislative Decree 7 April 2000, n. 103, which replaced title VI of the D.P.R. n. 18/67 concerning local employees at Offices abroad;
- The D.M. 16.3.2001, n. 032/655, recorded by the Court of Auditors on 27.4.2001 (Regulation 4, Fg. 296), containing "requirements and methods for the employment of local employees in the diplomatic missions, consular offices abroad and Italian Cultural Institutes";
The Ministerial authorization as per message Mae-0060437 of 05/04/2018;

HEREBY STATES

A selection procedure is announced for the recruitment of n. 1 (one) local employee for the position of administrative assistant in the consular-visa section.

1. GENERAL REQUIREMENTS FOR ADMISSION

Applicants who meet the following requirements may participate in the tests:

- 1) have, at the date of this notice, completed the 18th year of age;
- 2) be physically fit;
- 3) are in possession of the following qualification: 1st level secondary school diploma or equivalent;
- 4) have resided in Bangladesh for at least two years;

The prescribed requisites must be possessed on the expiration date of the term established by the following point 2 for the presentation of the applications for participation, except for:
- eighteen years of age.

2. PRESENTATION OF APPLICATIONS FOR ADMISSION

Applications for admission to the tests for recruitment, to be prepared according to the model available at the Embassy of Italy in Dhaka, must be submitted no later than 16.00 hrs of the day 30TH of September 2018.

Applications can be transmitted electronically, signed, scanned and accompanied by a copy of a valid ID, to the following e-mail address: ambsec.dhaka@esteri.it

In this case the applications are considered submitted in good time if received within the submission deadline.

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

- a) surname, first name, date, place of birth and residence;
- b) address at which communications should be sent;
- c) to be physically fit;
- d) citizenship or citizenships in their possession;

- e) how long they have been living in Bangladesh;
- f) any criminal convictions including those imposed abroad and pending criminal proceedings against them in Italy and elsewhere;
- g) the position with regard to military obligations (for candidates subject to military service obligations);
- h) possession of the qualification at least equivalent to that indicated in paragraph 3 of the previous point 1.

For the purpose of assigning the additional scores referred to in the following point "6- Evaluation of qualifications" the candidates may also declare:

- i) the possession of education qualifications higher than those required, attaching suitable certification also in copy;
- j) previous work experiences with duties equivalent to those referred to in this notice (in the case of employees already in service, the tasks performed may also be immediately lower than those required), attaching appropriate certification - even in copy - and indicating the causes of the contract resolution.

3. EXCLUSION FROM SELECTION PROCEDURES

Determine exclusion from selection tests:

- a) the applications lacking all the requisites prescribed in the previous point "1. General Requirements for admission";
- b) applications without a handwritten signature;
- c) applications sent or submitted after the deadline established by the previous point 2 of this announcement.

4. EXAMINATION TESTS

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

1. A written translation without the use of the dictionary, of an office text from English to Bengali, for which the candidates will have one hour;
2. An interview consisting of: a) a conversation in English, aimed at verifying the excellent knowledge of the language, the professional attitudes of the candidates and their effective integration into the local environment. During the interview, the candidate's knowledge of the activities carried out by the Diplomatic Offices abroad will be ascertained; b) a conversation in Bengali language in order to evaluate its in-depth knowledge, during which candidates must perform an extemporaneous oral translation, without the use of the dictionary, of a short office text from the aforementioned language in English;
3. A practical test of personal computer use for carrying out office tasks;
4. An eminently practical test of consular collaboration;
5. An optional test consisting of an interview in Italian.

5. MINIMUM TEST AND AVERAGE SCORE

To be qualified for the job, candidates must obtain an average of at least 70/100, with marks not lower than 60/100 in each test.

6. OPTIONAL TESTS AND EVALUATION OF EDUCATION QUALIFICATIONS

As far as the optional tests are concerned, a maximum score of 1/100 can be assigned for each test.

For the purposes of determining the final ranking list of qualified candidates, a score must be added to the average of the scores obtained by each eligible candidate, with respect to the qualification of higher qualifications and previous work experience (provided they are proven by the documentation attached to the application, as indicated in the previous point 2), within the following limits:

- a) for each education qualification above the level required to take part in the tests: 1/100 points, up to a maximum of 2/100 points;
- b) for each year of service provided without demerits with duties 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 successful candidate will have to produce the following certificate:

- a) birth certificate;
- b) certificate (s) of citizenship (s) owned;
- c) certificate attesting residence in Bangladesh in the two years preceding the deadline for submission of applications;
- d) certificate of physical fitness;
- e) criminal record certificate issued by local authorities;
- f) authentic copy of qualifications (foreign qualifications must be accompanied by an official translation and a declaration of value issued by the competent Italian consular authority);
- g) (only for candidates with a nationality other than that of the country of service) copy of the residence permit.

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

With reference to the residence requirement, it is appropriate to clarify that the attestation to be submitted is normally the certificate of residence 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 D.M. n. 032/655 of 2001, the successful candidate may request from this Office the issuing of a substitute certification that declares possession of the requirement, pursuant to art. 52 of Legislative Decree 3 February 2011 n. 71.

Italian citizens regularly enrolled in the Register of Italian Residents Abroad (AIRE) may submit a substitutive declaration of certification of registration to AIRE.

The certification produced by a foreign administration must be legalized. The certification issued in a foreign language must be accompanied by a translation in conformity with the original.

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

It should be noted that Italian citizens and European Union citizens, in place of the certification referred to in points a), b), c), e) and f) above, must submit the specific substitutive declarations of certification referred to in Article 46 of the DPR December 28th 2000, n. 445, limited to the cases in which states, personal qualities and facts are contained in Italian or European Union

public registers and, in the latter case, provided that our Representations are given the possibility of access for checking.

Should subsequent checks reveal the non-veracity of the contents of the substitutive declarations, the person concerned will incur the penal sanctions referred to in article 76 of the aforementioned D.P.R. n. 445/2000, immediately lose the job and any other benefits that may be obtained on the basis of the untruthful declaration.

On the basis of the elements acquired from the applications presented in time, a list will be made of the candidates admitted to the tests, who will receive a formal communication at least 10 days before the date set for the tests.

For the fulfilment of the requirements provided for in this Notice, a special Evaluation Committee will be set up.

The successful candidate will not be able in any case to start his/her duty until the Budget Central Office has put its stamp on the ministerial approval of the contract.

8. PROCESSING OF PERSONAL DATA

The processing of personal data for the purposes of admission to the tests and possible recruitment 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 acts, in this specific case, through the present diplomatic / consular representation (contacts available on the website of the headquarters);
2. For questions or complaints, the concerned individuals may contact the Head of Personal Data Protection (DPO) of the 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 processed personal data have as their sole purpose the admission to the examinations for candidates and the management of the employment relationship for the successful candidate (s), as provided by the D.P.R. 18/1967 (Title VI), amended by Legislative Decree 7 April 2000, n. 103 and from Ministerial Decree 032/655 of March 16, 2001;
4. The supply of personal data, which will be registered at the MAECI-DGRI-Office VI in a special paper and computer file, is mandatory by law. Any refusal may result in exclusion from participation in the tests, admission with reserve or inability to proceed with any recruitment;
5. The processing of data, carried out by specially appointed personnel, will be carried out in manual and automated mode;
6. The data of the qualified candidates will be communicated to the M.E.F. - Central Budget Office at the MAECI, pursuant to art. 5 of Legislative Decree 30.6.2011, n. 123, the data of the successful candidates will be communicated to the subjects provided for by Italian and local regulations: M.E.F. - Central Budget Office at the MAECI for expenditure authorizations, AGS on the occasion requested opinions, Legal advisors for defense before the local court, Ministry of Economy and Finance, Ministry of Labor, Private insurance companies for the obligations under art. 158 of Presidential Decree 18/67; INPS, INAIL, local social security / welfare agencies, local authorities for the purposes of the necessary formalities;
7. In the absence of a final deadline for deleting data both in Presidential Decree 18/67 and in Ministerial Decree 032/655, they will be kept as follows: for candidates, up to 5 years from the

tests, except for appeals / disputes; for successful candidates, indefinitely for reasons of legal certainty;

8. The individual concerned may request access to their personal data and, under the conditions established by current legislation, their correction. Within the limits of the law and without prejudice to the consequences on the follow-up of the administrative procedure, they may also request the limitation of the treatment or the opposition to the treatment. In these cases, the concerned individuals must contact the diplomatic / consular representation to which the present application is addressed, informing the MAECI DPO.

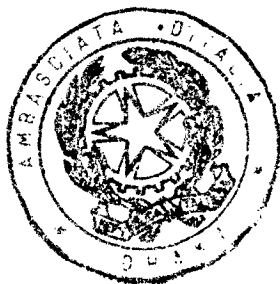
9. If the concerned individuals believe that their rights have been violated, they can file a complaint with the MAECI DPO. Alternatively, they can contact the Data Protection Authority (Piazza di Monte Citorio 121, 00186 ROMA, phone 0039 06 696771 (switchboard), mail: garante@gdp.it, certified mail: protocollo@pec.gdp.it).

30/08/2018



Mario Palma
Ambassador of Italy

THIS NOTICE HAS BEEN POSTED ON THE NOTICE BOARD OF THIS EMBASSY THE DAY
30/08/2018



Mario Palma
Ambassador of Italy