

NOTICE OF CONTRACT EMPLOYEE RECRUITMENT

The Ambassador of Italy in Syria,

HAVING REGARD to the Presidential Decree (D.P.R.) of January 5, 1967, no. 18, concerning the Organization of the Ministry of Foreign Affairs, as amended and supplemented, with particular reference to Legislative Decree (D.Lgs.) April 7, 2000, no. 103, which replaced Title VI of D.P.R. no. 18/67 relating to contract employees at foreign offices;

HAVING REGARD to Ministerial Decree (D.M.) March 16, 2001, no. 032/655, registered by the Court of Auditors on April 27, 2001 (Reg. 4; Fol. 296), regarding "requirements and hiring procedures for contract employees at diplomatic representations, consular offices abroad and Italian Cultural Institutes";

HAVING REGARD to the ministerial authorization indicated in message MAECI-3589 dated November 13, 2025, and the reasons contained therein,

HEREBY ANNOUNCES

A selection procedure for the recruitment of 1 contract employee to be assigned to the duties of driver-clerk-operator.

1. GENERAL REQUIREMENTS FOR ADMISSION

Candidates may participate in the tests if in possession of the following requirements:

- 1) Have reached the age of 18 by the date of this notice;
- 2) Be in good physical health;
- 3) Hold the following educational qualification: Elementary school certificate or equivalent;
- 4) Have been residing in Syria for at least two years;
- 5) Hold, at the date of the driving test, a valid driver's license for driving vehicles weighing over 3.5 tons for performing driver duties in Syria.

Possession of a driver's license valid for driving vehicles under the prescribed weight is allowed only if the candidate holds a certificate of completion of a training and driving course for armored vehicles, issued by an institutional body or certified private entity authorized to conduct said course and to issue related driving certificates.

The prescribed requirements must be possessed by the application deadline set in point 2 below, except for:

- the eighteenth year of age,
- possession of the driving license.

2. SUBMISSION OF APPLICATIONS FOR ADMISSION

Applications for admission to the recruitment tests, to be drawn up according to the form available at the Embassy of Italy, must be submitted **no later than 23:59 on Sunday, December 21, 2025.**

Applications may be sent electronically, signed, scanned, and accompanied by a copy of a valid identity document, to the following email address: ambasciata.damasco@esteri.it

In the application, candidates shall declare under their own responsibility:

- a) surname, first name, date, place of birth, and residence;
- b) contact address for any communications;
- c) to be in good physical health;
- d) citizenship(s) held;
- e) length of residence in the country;
- f) any criminal convictions, including those imposed abroad, as well as pending criminal proceedings against them in Italy and abroad;
- g) position regarding military obligations (for candidates subject to conscription);
- h) possession of an educational qualification at least equivalent to that indicated in paragraph 3 of point 1 above;
- i) possession of a valid driver's license for the performance of driver duties as prescribed in point 1 paragraph 5 above.

For the purpose of awarding additional scores listed in the following point "6 - Evaluation of Titles," candidates may also declare:

- j) possession of educational qualifications higher than required, attaching suitable certification, even copies;
- k) previous work experience with duties equivalent to those indicated in this notice (in the case of employees already in service, duties performed can also be immediately lower than those required), attaching suitable certification – also copies – and indicating reasons for termination.

3. EXCLUSION FROM THE SELECTION PROCEDURE

The following shall result in exclusion from the selection tests:

- a) applications that do not show possession of all the requirements listed in point "1. General Requirements for Admission";
- b) applications without handwritten signature;
- c) applications sent or submitted after the deadline set by point 2 of this notice.

4. EXAMINATION TESTS

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

- a) an interview consisting of: a) a conversation in Arabic to verify good knowledge of the language, professional aptitude, and integration in the local environment; b) a conversation in English to verify good knowledge (during which local traffic regulations will be assessed);
- b) a driving test;
- c) a practical test involving public reception, telephone switchboard operation, mail sorting, etc.;

- d) Optional tests: candidates may request at the examination venue to be also subjected to an interview in Italian by signing a special paper application available on the day of the tests and kept among the competition documents.

5. MINIMUM PASSING SCORE

To be eligible, candidates must achieve an average score of at least 70/100, with no score below 60/100 in each test.

A minimum score of 70/100 is required in the driving test.

6. OPTIONAL TESTS AND EVALUATION OF TITLES

For the formation of the final ranking of eligible candidates, a maximum score of 1/100 per optional test may be awarded to the average score achieved by each candidate.

For the final ranking, additional points will be added for possession of educational qualifications higher than required and previous work experience (as documented in the application as indicated in point 2), within the following limits:

- a) 1 point per educational qualification higher than required, up to a maximum of 2/100 points;
- b) 1 point per year of service without demerit with duties at least equivalent to those required in this notice (or immediately lower for current employees): up to a maximum of 3/100 points.

7. DOCUMENTATION

The successful candidate must produce the following certification:

- a) birth certificate;
- b) certificate(s) of citizenship held;
- c) certificate proving residence in Syria for the two years preceding the application deadline;
- d) certificate of good physical health;
- e) criminal record certificate issued by local authorities;
- f) authentic 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) *(only for candidates with citizenship other than that of the country of service)* copy of residence permit;
- l) notarized copy of the driver's license valid for performing driver duties as prescribed in point 1 paragraph 5 above.

Regarding point g), it is emphasized that in the absence of this documentation, the candidate cannot be hired.

Regarding residence, the certificate to be presented is normally the residence certificate issued by competent local authorities.

In countries where competent authority is lacking or documents issued by local authorities are presumed unreliable, as provided by art. 6, paragraph 2, of Ministerial Decree 032/655 of 2001, the successful candidate may request a substitute certification from this Office declaring possession of the requirement according to art. 52 of Legislative Decree 3 February 2011 no. 71.

Italian citizens regularly registered with the Registry of Italians Resident Abroad (AIRE) may submit a substitute declaration of registration to AIRE.

Certifications issued by foreign administrations must be legalized. Certifications drafted in a foreign language must be accompanied by a translation conforming to the original.

The certifications listed in points a), b), c), d) must be submitted within 15 days from the date of the request by the Office. The remaining documentation must be submitted before signing the contract.

Italian and European Union citizens must submit substitute declarations of certification pursuant to article 46 of D.P.R. December 28, 2000, no. 445 in place of the certifications listed in points a), b), c), e), and f), limited to cases where the states, personal qualities, and facts are contained in Italian or *EU* public registries and provided our representations can access them for possible checks.

If subsequent checks reveal the falsity of substitute declarations, the person concerned will incur the criminal penalties provided by article 76 of D.P.R. no. 445/2000, and will immediately lose the employment and any benefits obtained on the basis of the false declaration.

Based on applications received in time, a list of candidates admitted to the tests will be formed and they will be summoned by written communication at least 10 days before the test date.

A special Evaluation Committee will be established for the requirements of this notice.

The selected candidate may not start service until the visa of the Central Budget Office has been affixed on the ministerial provision approving the contract.

8. INFORMATION ON PERSONAL DATA PROCESSING

The processing of personal data for admission to the exams and possible hiring will be based on principles of lawfulness, fairness, and transparency to protect 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), which, in this case, acts through this diplomatic/consular representation (contacts are available on the website of the mission);
2. For questions or complaints, the data subject may contact the Data Protection Officer (DPO) of MAECI (Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 ROME, phone: 0039 06 36911 (switchboard), email: rpd@esteri.it, certified email: rpd@cert.esteri.it);
3. The personal data processed have the sole purpose of allowing admission to the exams for candidates and managing the employment relationship for the winner(s), as set forth in D.P.R. 18/1967 (Title VI), amended by Legislative Decree 7 April 2000, no. 103, and Ministerial Decree 032/655 of 16 March 2001;

4. Providing the data, which will be recorded by MAECI-DGRI-Office VI in a specific paper and electronic file, is mandatory by law. Refusal may lead to exclusion from the tests, admission with reservation, or impossibility of hiring;
5. Data processing, carried out by specially appointed personnel, will be done manually and electronically;
6. The ranking of eligible candidates will be published on the notice board and the official website of the mission. Eligible candidates' data will be communicated to the Ministry of Economy and Finance - Central Budget Office at MAECI pursuant to art. 5 of Legislative Decree June 30, 2011, no. 123; winners' data will be communicated to entities under Italian and local law: Ministry of Economy and Finance - Central Budget Office at MAECI for expenditure authorizations, AGS when requests for opinions, trusted legal advisors for defense before local courts, Ministry of Economy and Finance, Ministry of Labor, private insurance companies for obligations under art. 158 of D.P.R. 18/67; INPS, INAIL, local social security and welfare institutions, local authorities for necessary compliance;
7. For unsuccessful candidates, in the absence of other legal references, data will be deleted 15 years after the selection procedure, taking into account articles 317, 157, and 161 of the Penal Code; for legal certainty, data of selected candidates are kept indefinitely in personal files pursuant to art. 68 of D.P.R. no. 445/2000 and point 5 of MAE Circular 25/1972;
8. The data subject may request access to their personal data and, under current legislation, their correction. Within legal limits and subject to administrative consequences, the subject may also request limitation or opposition to processing. In these cases, the data subject must contact the diplomatic/consular representation to which this application is addressed and inform the MAECI DPO for reference;
9. If the rights of the data subject are violated, they may lodge a complaint with the MAECI DPO or alternatively address the Data Protection Authority (Piazza di Monte Citorio 121, 00186 ROME, phone 0039 06 696771 (switchboard), email garante@gdpd.it, certified email protocollo@pec.gdpd.it).

Date 20.11.2025



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THIS NOTICE WAS POSTED ON THE NOTICE BOARD OF THIS EMBASSY ON 20.11.2025



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