

## **NOTICE OF RECRUITMENT FOR CONTRACT EMPLOYEES**

The Ambassador of Italy in Zambia:

HAVING REGARD TO Presidential Decree no. 18 of January 5, 1967, concerning the Organization of the Administration of Foreign Affairs, as amended and supplemented, with particular reference to Legislative Decree no. 103 of April 7, 2000, which replaced Title VI of Presidential Decree no. 18/67 regarding contract employees at overseas offices;

HAVING REGARD TO Ministerial Decree no. 032/655 of March 16, 2001, registered by the Court of Auditors on April 27, 2001, setting out the requirements and procedures for the recruitment of contract employees at diplomatic missions, overseas consular offices, and Italian Cultural Institutes;

HAVING REGARD TO the ministerial authorization as per message MAECI 19758 dated February 18, 2026, and the reasons therein;

### **HEREBY ANNOUNCES**

A selection procedure is open for the recruitment of 1 (one) contract employee on a permanent basis to serve as an Administrative Assistant (Assistente amministrativo).

#### **1. GENERAL ELIGIBILITY REQUIREMENTS**

Candidates must meet the following requirements as of the date of this notice:

- 1) Age: Must be at least 18 years old.
- 2) Health: Must be physically fit for the specific employment.
- 3) Education: Must hold a first-grade secondary education diploma or equivalent.
- 4) Residency: Must have been a resident in Zambia for at least two years.
- 5) Citizenship: Must be a citizen of the European Union.

All requirements must be met by the application deadline, with the exception of the age requirement (18 years).

#### **2. SUBMISSION OF APPLICATIONS**

Applications, drafted according to the model available at the Embassy of Italy in Lusaka and its official website, must be submitted **no later than 11:59 PM on April 1, 2026.**

Applications may be:

Sent electronically: Signed, scanned, and accompanied by a copy of a valid identity document to: [ambasciata.lusaka@esteri.it](mailto:ambasciata.lusaka@esteri.it) ; or hand-delivered to the Embassy by the applicant.

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

- a) Personal details (name, date/place of birth, residence).
- b) Contact address for communications.
- c) Physical fitness for the role.
- d) Citizenship(s) held and duration of residence in the country.
- e) Criminal record (including convictions or pending proceedings abroad or in Italy).
- f) Military service status (if applicable).
- g) Possession of the required educational qualification.
- h) Optional: Higher educational qualifications or previous equivalent work experience for additional scoring.

### **3. EXCLUSION FROM SELECTION PROCEDURES**

The following will result in exclusion:

- a) Applications not meeting all general requirements.
- b) Applications without a handwritten signature.
- c) Applications submitted after the deadline.

### **4. EXAMINATION TESTS**

Eligible candidates will undergo the following tests:

- 1) Written Translation: From Italian to English of an office text (1 hour, no dictionary).
- 2) Interview: Including an Italian conversation to verify language proficiency and professional aptitude; an English conversation with an extemporaneous oral translation; and an assessment of knowledge regarding diplomatic-consular office activities.
- 3) Practical Computer Test: Use of a PC for office tasks.
- 4) Practical Administrative Test: Secretarial tasks, filing, and accounting assistance.
- 5) Practical Consular Test: Consular assistance tasks.

### **5. MINIMUM ELIGIBILITY SCORE**

To pass, candidates must achieve an average score of at least 70/100, with no single test score below 60/100.

## **6. EVALUATION OF TITLES**

Additional points (up to a maximum of 5) may be added to the average score for higher qualifications (max 2 points) and previous equivalent work experience (max 3 points).

## **7. DOCUMENTATION**

The winning candidate must provide:

- a) Birth, citizenship, and residency certificates (proving 2 years in Zambia).
- b) Local criminal record certificate.
- c) Certified copies of educational qualifications.
- d) Copy of a residence permit (for non-citizens of the host country).
- e) Note: EU and Italian citizens may use self-certifications (dichiarazioni sostitutive) for certain documents if the information is held in public EU/Italian registries.

## **8. PERSONAL DATA PROTECTION**

The Ministry of Foreign Affairs and International Cooperation (MAECI) is the data controller. Data is processed solely for selection and employment purposes in accordance with Italian law and GDPR principles.