

NOTICE FOR THE RECRUITMENT OF ONE EMPLOYEE
COURTESY TRANSLATION

The Italian Ambassador in Lithuania;

CONSIDERING the D.P.R. 5.1.1967, n. 18, regarding the organization of the Italian Ministry of Foreign Affairs, and its subsequent amendments, with specific reference to D.Lgs. 7 April 2000, n. 103, which has replaced Title VI of D.P.R. n. 18/67 regarding local employees working in Missions abroad;

CONSIDERING D.M. 16.3.2001, n. 032/655, registered by the Italian Court of Audit on 27.4.2001 (Reg. 4; Fg. 296), regarding “requirements and procedures for the recruitment of contract employees at Diplomatic and Consular Missions and Italian Cultural Institutes”;

CONSIDERING the authorization received by the Italian Ministry of Foreign Affairs and International Cooperation with Message MAECI – n.51382 dated 16.03.2026;

GIVES NOTICE

It is intention of this Embassy of Italy to hire no. 1 staff employee to work as a driver-office assistant-switchboard operator.

1. GENERAL REQUIREMENTS FOR THE ADMISSION

Applicants shall meet the following requirements:

- 1) must, at the date of this notice, be 18 years old;
- 2) must be physically fit and in good health;
- 3) must have a primary school certificate or equivalent;
- 4) must have been resident in Lithuania for at least two years;
- 5) must have, at the date of the driving test, a valid driving license for the performance of the duties of driver in Lithuania.

Applicants must meet all the above-mentioned requirements by the date of expiry of the term established by the following point 2, with the exception of:

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

2. PRESENTATION OF THE APPLICATIONS

Applications to the above-mentioned notice, written according to the application form available at the Embassy of Italy in Lithuania, shall be submitted **by and not beyond 23:59 hrs. of 20th April 2026.**

Applications can be sent, duly signed, scanned and with a copy of a valid identification document attached, to the email address: ambasciata.vilnius@esteri.it

Applications can be also presented, duly signed and with a copy of a valid identification document attached, to the following address:

Embassy of Italy
Žvejų G. 14a
Lt-09310 Vilnius

Applications shall be accepted if received by the above-mentioned deadline.

In order to be admitted at the selection exams, applicants shall declare under their own liability:

- a) surname, name, date and place of birth, residence;
- b) address for official communications;
- c) to be in good health;
- d) the citizenship/s they hold;
- e) the duration of their residence in Lithuania;
- f) the criminal convictions, if any, including the ones sentenced abroad and the criminal procedures still ongoing in Italy and abroad;
- g) their position regarding any military obligation (only for applicants subject to it);
- h) to have an education degree at least equivalent to the one specified at paragraph 3 of the previous point 1;
- i) to have a valid driving license for the performance of the duties of driver in Lithuania.

In order to receive additional scores according to the point “6 – Evaluation of qualifications”, applicants could declare:

- j) to have education degrees higher than the one requested, with attached copy of the certification;
- k) to have had previous working experiences with assignments equivalent to those requested with this notice (for already employed applicants the job assignment could be also immediately lower than the one requested), attaching copies of the suitable certification and indicating the reasons of the termination of the previous job;
- l) knowledge of the Italian language.

3. EXCLUSION FROM THE SELECTION PROCEDURE

Applicants shall be excluded from the selection procedure if any of the following conditions applies:

- a) applications do not indicate all the requirements requested;
- b) applications are presented without autograph signature;
- c) applications are presented or sent after the deadline established at point 2 of this notice.

4. SELECTION EXAMS

The applicants who meet the above-mentioned requirements will undergo a series of exams consisting in:

1. an interview consisting of: a) a conversation in English, intended to verify their good knowledge, the professional aptitudes of the candidates and their status as people who are effectively integrated into the local environment; b) a conversation in Lithuanian, intended to verify their good knowledge (during this conversation, the candidates will be ascertained of the knowledge of local traffic regulations);
2. a guide essay;
3. an eminently practical test of sorting the public, telephone switchboard operation, sorting correspondence, etc.

OPTIONAL EXAM

A conversation in Italian, only for candidates declaring the knowledge of the language.

5. MINIMAL SCORE TO QUALIFY

Applicants are qualified if they obtain a final score of at least 70/100, with each single score not below 60/100.

The minimum mark of 70/100 is in any case required:

- a) in the driving test for drivers.

6. (OPTIONAL EXAM AND) EVALUATION OF THE QUALIFICATIONS

For the purposes of forming the final ranking of suitable candidates, a maximum score of 1/100 for each test may be assigned to the average of the scores achieved by each candidate who is suitable, for the optional test of knowledge of Italian language.

With the aim of drafting the final ranking of qualified candidates, at the simple average of all scores received for the selection exam, an additional score should be added in case any education degree higher than the one requested is held and in case of previous job experiences (provided that there is back-up documentation attached to the application, as requested by point 2), with in these limits:

- a) for each education degree higher than the one requested to participate at this selection: score 1/100, up to a maximum score of 2/100;
- b) for each years of previous job experience without fault with a job assignment at least equivalent at the one requested by this Notice (or immediately lower in case of employed candidates): score 1/100, up to a maximum of 3/100.

7. CERTIFICATION

The winning candidate shall provide the below certification:

- a) certificate of birth;
- b) certificate of citizenship;
- c) certificate issued by the competent Lithuanian authorities stating his residence in Lithuania for at least 2 years before presenting the application;
- d) criminal certificate issued by the local Authorities;
- e) education degrees in certified copy (foreign education degrees shall be officially translated and have attached a statement of recognition issued by the Italian competent Consular Authority);
- f) (*only for candidates who are not Lithuanian citizens*) copy of the residence permit;
- g) Certified copy of the driving license valid to drive in Lithuania.

Without the requirement stated at the letter f) it will not be possible to hire the candidate.

With reference to the residence requirement, it should be clarified that the documentation to be submitted is normally the residence certificate issued by the competent local authorities.

In countries characterized by the lack of a designated authority or the alleged unreliability of documents issued by the local authority, as provided for by Art. 6, paragraph 2, of Ministerial Decree (D.M.) no. 032/655 of 2001, the winning candidate may request this Office to issue a substitute certification declaring possession of the requirement, pursuant to Art. 52 of Legislative Decree (D. Lgs.) no. 71 of February 3, 2011.

Italian citizens regularly registered with the Registry of Italians Residing Abroad (AIRE) may submit a self-certification (*dichiarazione sostitutiva di certificazione*) of their AIRE registration.

The certification in foreign languages shall be translated and certified.

The certification requested at points a), b), c) shall be presented by 15 days from the request of this Embassy. The rest of the documentation shall be presented before signing the job contract.

We highlight that Italian and European Union citizens only, instead of the certification requested at points a), b), c), d), e) could provide a self-executed declaration of possessing the certification requested as of article 46 of D.P.R. 28 December 2000, n. 445, limited to the cases in which deeds, personal skills, and facts are available in Italian public registries or foreign registries to which the access has been granted to our Diplomatic Missions for any possible control.

In case an eventual control should verify that the self - executed declaration was not true, the candidate will incur in penal sanctions as of article 76 of the above quoted D.P.R. n.445/2000, with forthwith termination from the employment and from any other benefit acquired based on his/her untrue self-executed declaration.

On the basis of the elements acquired from the valid applications, will be prepared a list of the candidates admitted to the selection exams; they will be summoned with a written communication to be sent at least 10 days before the date of the selection exams.

The evaluation process and the conduct of the selection exams will be carried out by an Evaluation Commission ad hoc formed.

The selected candidate shall not start working before the visa stamp on the ministerial decree of contract approval has been issued by the Central Accounting Office.

8. USE OF PERSONAL DATA

The personal data collected for the examination and for the winning candidate will be managed according to the principles of lawfulness, honesty and transparency in order to protect the rights and the fundamental freedom of any individual.

To this end, the following information is provided:

1. The Italian Ministry of Foreign Affairs and International Cooperation of the Italian Republic (MAECI) is the controller of the use of personal data through this Diplomatic Mission (whose contacts are available on the website of the Embassy);
2. For queries or complaints, the interested person may contact the Data Protection Officer (DPO), at the following addresses: Ministero degli Affari Esteri e della Cooperazione Internazionale, Piazza della Farnesina I, 00135 ROMA, telephone: 00390636911 (switchboard), email: rpd@esteri.it, certified email: rpd@cert.esteri.it.
3. Personal data are used exclusively for the purposes of the selection exam and for the employment of the winning candidate, as foreseen in D.P.R. D. 18/1967 (Title VI) amended by D.Lgs.7 April 2000, no. 103 and by DM 032/655 date d 16 March 2001;
4. The conferral of personal data, registered at MAECI-DGRI-Office VI in a dedicated archive, both real and digital, is compulsory according to the law. Any refusal may imply the exclusion from the exams or prevent the employment;
5. Data processing, performed by specially appointed personnel, will be carried out in manual and automated modes;
6. The personal data of the qualified candidates will be communicated to the Central Accounting Office at MAECI, according to art.5 of D. Lgs. 30.6.2011, no. 123, the personal data of the winner will be communicated according to the Italian and local law: Central Accounting

Office at MAECI for the authorization for the expenditure, AGS for consultation, trusted attorneys in case of litigation, Ministry of Economics and Finance, Ministry of Labour, private insurance companies for the obligations of art. 158 of D.P.R. 18/67; INPS, INAIL, local insurers and local authorities;

7. For unsuccessful candidates, in the absence of other regulatory references, data shall be deleted after 15 years from the selection procedure, taking into account Articles 317, 157, and 161 of the Italian Penal Code. Conversely, for reasons of legal certainty, the data of successful candidates shall be kept indefinitely in their respective personal files, pursuant to Art. 68 of Presidential Decree (D.P.R.) no. 445/2000 and point 5 of Circular MAE 25/1972.
8. The interested person may request access to his personal data and, observing the law, their correction. Within the limits established by the current legislation, and without prejudice to any consequences on the outcome of the administrative procedure, he may also request the limitation of - or opposition to - the data processing. In these cases, the interested person must submit a specific request to this Embassy and notify MAECI DPO.
9. If he believes that his rights have been violated, the interested person may file a complaint with the MAECI DPO. Alternatively, he may contact the Italian Data Supervisory Authority (Garante per la Protezione dei Dati personali), address: Piazza di Montecitorio 121, 00186 ROMA, telephone: 0039 06 696771 (switchboard), email: garante@gdpd.it, certified email: protocollo@pec.gdpd.it.

19th March 2026



The Ambassador of Italy

A handwritten signature in blue ink, appearing to read "E. M. S.", positioned below the text "The Ambassador of Italy".

**THIS NOTICE HAS BEEN PUBLISHED ON THE BULLETIN BOARD OF THIS EMBASSY
ON 19th MARCH 2026**



The Ambassador of Italy

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