NOTICE FOR THE RECRUITMENT OF AN EMPLOYEE WITH AN INTERIM CONTRACT

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, in particular, article 153, paragraph 2, of D.P.R. 5.1.1967, n. 18, which allows the hiring of interim employees;

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.215194 dated 17.11.2026;

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, with an interim contract of the duration of 6 months (renewable once).

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, at the date of the driving test, a valid driving license for the performance of the duties of driver in Lithuania.

2. SUBMISSION OF THE APPLICATIONS

Applications to the above-mentioned notice, consisting of a curriculum vitae and a copy of a valid identification document, shall be submitted **by and not beyond 23:59 hrs. of 2nd December 2026** at the email address: ambasciata.vilnius@esteri.it

Applications can be also presented to the following address:
Embassy of Italy
Žvejų g. 14a
LT-09310 Vilnius

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

3. ADMISSION TO THE SELECTION PROCEDURE

The Embassy reserves to call to the selection procedure the candidates that, on the basis of the submitted documents, are considered fit for the position.

4. SELECTION EXAMS

Applicants called by the Embassy will undergo an interview focusing on their professional skills and knowledge of English and Lithuanian languages, and to a driving test.

5. CERTIFICATION

The winning candidate shall provide the below certification:

a) certificate of birth;
b) self-declaration that they are physically fit for the position;
c) education degree;
d) (*only for candidates who are not citizens of an EU member*) copy of the residence permit;
e) certified copy of the driving license valid to drive in Lithuania.

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

Certificates in languages other than Italian should be duly translated and certified.

Citizens of Italy and other member States of the European Union, instead of the certification requested at points a), c), and e) must provide a self-declaration, under Article 46 of D.P.R. 28 December 2000, n. 445, that they possess those requirements where status, personal characteristics 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 verification.

In case subsequent verification should establish that the self-declaration was not true, the candidate will incur in penal sanctions under Article 76 of the above-mentioned D.P.R. n.445/2000, with forthwith termination from the employment and from any other benefit acquired based on his/her untrue self-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 selected candidate shall not start working before the Central Accounting Office approves the contract of employment.

17th November 2026

The Ambassador of Italy

THIS NOTICE HAS BEEN PUBLISHED ON THE BULLETIN BOARD OF THIS EMBASSY ON 17th NOVEMBER 2026