

(COURTESY ENGLISH TRANSLATION)

(Translation provided for reference only. Please refer to the Italian version as the official one)

RECRUITMENT NOTICE FOR AN EMPLOYEE UNDER AN OPEN-ENDED EMPLOYMENT CONTRACT

The Consul General of Italy in Hong Kong

GIVEN the applicable Italian Laws in terms of Employment

INFORMS THAT

A recruitment process of one (1) employee under an open-ended employment contract is now open. The employee will be assigned to the services of secretariat-archive as an administrative assistant.

1. GENERAL ADMISSION REQUIREMENTS

Applicants who meet the following requirements will be admitted to the recruitment process:

- 1) 18 years old or above as of the date of the present notice;
- 2) Good health;
- 3) Minimum education level: Lower Secondary School Certificate or equivalent;
- 4) Resident in the Hong Kong SAR for two years at least;

The above requirements must be met by the applicants as of the deadline for the application indicated in the following point 2, with the exception of:

- 18th birthday

2. APPLICATIONS' SUBMISSION

Applications to be admitted to the recruitment process must reflect the sample available on the website www.iichongkong.esteri.it, as well as at the offices of the Consulate General of Italy in Hong Kong. The application must be signed, scanned and sent together with the copy of an identity document and relevant supporting documents to the following email address: info.iichongkong@esteri.it. Alternatively, they can be delivered in person to the offices of the Consulate General of Italy in Hong Kong (Suite 3201, 32 Floor, Central Plaza, 18 Harbour Road, Wan Chai, Hong Kong) **before 23:59 of 2 August 2021** (for emails, the date and time of delivery will count).

In their applications, applicants must declare under their responsibility:

- a) Surname, name, date and place of birth and residential address;
- b) Address where formal communication should be sent;
- c) To be in good health;
- d) Citizenship or citizenships;
- e) Since when they live in the Country;

- f) Criminal records, if any, including abroad, and pending criminal cases in Italy or abroad;
- g) Military service position (for applicants who are subject to military duties);
- h) The possession of a certificate of studies as indicated in paragraph 3 of the previous point 1.

In order to obtain additional points as described in the point “6 – evaluation of further qualifications”, applicants may also declare:

- i) If they own a certificate of studies of a higher level than the minimum requirement; a copy of said certificate should be attached.
- j) Previous working experiences in similar roles as the one indicated in this recruitment notice (in case of candidates who already work for the Consulate, a previous working experience in lower positions will be admitted). A proof of previous employment should be attached and the reason of the resolution of the contract should be mentioned.

3. EXCLUSION FROM THE RECRUITMENT PROCESS

Applicants will not be admitted to the recruitment process if:

- a) The requirements indicated in Point 1 “General Admission Requirements” are not met;
- b) Applications are not signed by hand;
- c) Applications are submitted later than the deadline indicated in point 2 of this recruitment notice.

4. ASSESSMENTS

Applicants who will qualify to the recruitment process will have to pass a series of practical and theoretical assessments, which will consist in:

- 1) a written translation, without the use of the dictionary, of a work-related text from English into Cantonese, for which the candidate will be given an hour of time;
- 2) an interview consisting in:
 - a) a conversation in English, aimed at verifying the fluent knowledge of the English language, the professional attitude of the applicants, their knowledge of the local environment and their integration. During the said interview, the candidate's knowledge of the activity carried out by Italian Cultural Institutes abroad will be ascertained.
 - b) a conversation in Cantonese, aimed at verifying the good knowledge of the Cantonese language. The candidate will also have to carry out an impromptu oral translation, without the use of the dictionary, of a work-related text from Cantonese into English.
- 3) a practical test aimed at verifying the candidate's use of the personal computer to carry out office duties
- 4) a mainly practical assessment to verify the ability to keep archives and carry out secretarial duties.
- 5) an optional oral test aimed at verifying the knowledge of the Italian language.

5. MINIMUM POINTS TO QUALIFY FOR THE POSITION

In order to qualify for the position, applicants need to obtain an average of 70/100 points, with a result not inferior to 60/100 in each assessment, with the exception of the optional oral test in Italian for which reference should be made to point 6 of this Notice.

6. OPTIONAL ASSESSMENTS AND EVALUATION OF FURTHER QUALIFICATIONS

In the final list of qualified candidates, an additional point (1/100) may be added for the oral test in Italian;

In the final list of qualified candidates, further points may be added for certificates of studies of higher education than the minimum requirements indicated in point 2 of this notice, and for previous work experiences (provided that they are duly certified). The following maximum number of points may be assigned:

- a) For every higher certificate of completion of studies than the minimum requirement: one point (1/100), up to a maximum of two points (2/100);
- b) For every year of work without demerit in a similar position and with similar tasks: one point (1/100), up to a maximum of three points (3/100).

7. SUPPORTING DOCUMENTS

The winning candidate will have to provide the following documents:

- a) certificate of birth
- b) certificate/s of citizenship/s
- c) certificate of residence in the Hong Kong SAR for the two years previous to the deadline of the application
- d) certificate of good health
- e) criminal record certificate issued by the local authorities
- f) certified true copy of the certificates of studies (foreign certificates of studies will have to be translated into Italian and be accompanied by a Declaration of Value issued by the competent Italian consular authority).
- g) *(only for the candidates who hold a different citizenship from the Country they are going to work in)* copy of the local permit of stay

The lack of local permit of stay (point g) will inhibit the employment of the applicant.

With reference to the residency, the certificate required is usually a certificate issued by the local competent authorities.

In the Countries where there is no specific authority entitled to issue said certificate, the winning candidate may ask this Consulate to issue a declaration of residence.

Italian citizens regularly registered in the AIRE can submit a self-declaration about their residency.

Certificates issued by a foreign authority must be legalized. Certificates issued in a foreign language must be translated by an authorized translator.

Documents described in points a), b), c), d) must be presented within 15 days from the date of request from this Office. The remaining documents must be presented before signing the employment contract.

Italian and European Union citizens can submit a self-declaration in lieu of a certification for the points a), b), c), e), f), provided that the Italian Consulate may verify the content of said declarations.

Should subsequent controls reveal that the content of the self-declarations is not true, the applicant will be subject to criminal sanctions as per art. 76 of the D.P.R. 445/2000 and will no longer be employed.

According to the applications received within the deadline and provided all the requirements are met, a list of candidates will be created. Candidates will be summoned for the assessments by a written communication sent at least 10 days before the date of the exams.

An Examination Board will be formed to carry out the recruitment process.

The winning applicant will be allowed to start working only after the Central office Of Budget has endorsed the employment contract approved by the Ministry.

8. PERSONAL DATA

Personal data will be used with correctness, lawfulness and transparency to protect the fundamental rights and freedoms of individuals and for the only purpose of recruitment and possible employment.

The data of the qualified applicants will be communicated to the Italian Ministry of Economy and Finances M.E.F. - Ufficio Centrale del Bilancio, Ministry of Labour, INPS, INAIL, and other competent entities for the purpose of fulfilling the employment duties by the employer.

For any question or complaint regarding personal data, applicants may contact the Person Responsible for the Personal Data (RPD) of the MAECI (Italian Ministry for the Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 ROMA, phone: 0039 06 36911 (reception), mail: rpd@esteri.it, pec: rpd@cert.esteri.it).

Date 2 July 2021

THIS RECRUITMENT NOTICE HAS BEEN PUBLISHED ON THE NOTICE BOARD OF THIS CONSULTE GENERAL OF ITALY IN HONG KONG ON 2 July 2021