

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

**MINUTES n. 2**  
**CALENDAR OF ASSESSMENTS**

The Examination Board for the assessments of the recruitment process of one (1) employee under an open-ended employment contract to be assigned to the services of secretariat-archive as an administrative assistant;

GIVEN the Recruitment Notice published on the Notice Board of this Consulate General of Italy in Hong Kong on 2 July 2021;

GIVEN the Memorandum of the closure of the legal deadline for submitting applications;

CONFIRMS with this minutes to have fixed on Monday 15 November 2021 at 9.30am, the beginning of the practical and theoretical assessments that will take place according to the following schedule:

Monday, 15 November 2021 - from 9.30am at Welkin Systems Limited, Room DEF - 7/F, Righteous Centre, 585 Nathan Road, Mongkok, Hong Kong: 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;

Tuesday, 16 November 2021 - from 9.00am at the Consulate General of Italy in Hong Kong, Suite 3201, 32/F, Central Plaza, 18 Harbour Road, Wanchai, Hong Kong: 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;
- c) a practical test aimed at verifying the candidate's use of the personal computer to carry out office duties;
- d) a mainly practical assessment to verify the ability to keep archives and carry out secretarial duties;
- e) an optional oral test aimed at verifying the knowledge of the Italian language.

Wednesday, 17 November 2021 - from 9.00am at the Consulate General of Italy in Hong Kong, Suite 3201, 32/F, Central Plaza, 18 Harbour Road, Wanchai, Hong Kong: 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;
- c) a practical test aimed at verifying the candidate's use of the personal computer to carry out office duties;
- d) a mainly practical assessment to verify the ability to keep archives and carry out secretarial duties;
- e) an optional oral test aimed at verifying the knowledge of the Italian language.

The applicants will be asked to take the oral assessments according to the alphabetical order of their respective surnames.

If the number of applicants does not allow the Examination Board to complete all the practical and theoretical assessments on Wednesday, 17 November 2021, these will be continued on Thursday, 18 November 2021 and on Friday 18 November 2021 starting at 9.00 am at the Consulate General of Italy in Hong Kong, Suite 3201, 32/F, Central Plaza, 18 Harbour Road, Wanchai, Hong Kong.

The Examination Board identifies and grades the following assessment grid, in relation to each specific assessment:

- up to 59/100: the assessment demonstrates an insufficient level of knowledge of the subject;
- between 60/100 and 69/100: the assessment demonstrates a sufficient level of knowledge of the subject;
- between 70/100 and 79/100: the assessment demonstrates a good level of knowledge of the subject;
- between 80/100 and 89/100: the assessment demonstrates a very good level of knowledge of the subject;
- between 90/100 to 100/100: proof that demonstrates an excellent level of knowledge of the subject.

Candidates will only be admitted to the practical and theoretical assessments by showing a valid and official identification document.

This minutes is published on the Notice Board of this Consulate General of Italy in Hong Kong starting from today and until the end of the practical and theoretical assessments; it will be sent to each applicant together with a letter of convocation.

Hong Kong, 27 October 2021

Examination Board President  
Stefano Fossati

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Examination Board Member  
Giorgia Norfo

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Examination Board Member acting Secretary  
Leila Anneli Rissanen

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The language expert (Chinese-Cantonese)  
Hoi Yi Li

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**Round office stamp**