

**NOTICE OF EMPLOYMENT OF LOCAL STAFF
(COURTESY /UNOFFICIAL TRANSLATION)**

The Embassy of Italy in Kuala Lumpur

- In accordance with the provisions of the Presidential Decree no. 18 dated 5th January 1967 including all updates and amendments concerning the Italian Ministry of Foreign Affairs and its organization, in particular having regard to the Legislative Decree no. 103 dated 7th April 2000 which replaced Title VI of the above Presidential Decree related to locally recruited personnel (local staff) to be employed in the (Italian) foreign missions abroad;
- In accordance to Ministerial Decree no. 032/655 dated 16th March 2001, registered by the Audit Court on 27th April 2001 (Register no. 4, sheet no. 296) concerning rules, regulations, requirements and procedures to recruit local employees in Diplomatic Missions, Consular Offices and Italian Cultural Institutes”;
- In accordance to the Ministerial authorization granted by the Italian Ministry of Foreign Affairs with message no. 0131821 dated 18^h July 2017;

ANNOUNCES

An open examination to recruit one local employee (local staff) for the position of driver/switchboard operator/dispatch rider.

1. GENERAL REQUIREMENTS FOR THE ADMISSION

Candidates who wish to participate in this examination must meet the following requirements:

- 1) Be at least eighteen years old on the date of publication of this notice of employment.
- 2) Be healthy and in good physical conditions.
- 3) Possess a primary school diploma or equivalent.
- 4) Being legally resident in Malaysia at least since two years.
- 5) Possess, at the time of the driving test, a driving licence valid for working as driver in Malaysia

With the exception of the requirements at no. 1 and 5, all the remaining requirements (2,3,4) must be met by the deadline established in the following article no. 2 (outlined below) on the submission of applications.

2. SUBMISSION OF APPLICATIONS

In order to be admitted to the examination, candidates must submit by email only an **application form** (see below), **duly signed and scanned together with an ID /passport copy** addressed to the following email address of this Embassy:

ambasciata.kualalumpur@esteri.it and/or amb.kualalumpur@cert.esteri.it,

by the 26th August 2017, at 24.00 hs.

The application form is available here (Modulo di domanda)

Candidates shall declare the following:

- a) Surname, name, date of birth (d.o.b), place of birth (p.o.b.) and residence address;
- b) Address to be utilized for any communication by the Embassy;
- c) To be physically fit
- d) Nationality or nationalities possessed.
- e) Period of residence in the country.
- f) Any criminal convictions, including convictions attained abroad and criminal proceedings pending in Italy or in other foreign country , if any.
- g) Position regarding military duties (for candidates liable for national service);
- h) To possess a school degree equivalent to that specified in paragraph 3 of article 1 (general admission requirements).
- i) Driving licence (valid to perform the duties of driver in Malaysia).

In order to gain additional marks as specified in point 6 below (Titles evaluation), candidates must also declare and produce:

- j) Any academic certificate/degree higher than that required for admittance to this exam. To be considered, such titles must be enclosed in copy together with the application form .
- k) Any previous working experience with duties and responsibilities equivalent to those mentioned in this notice of employment (for any already employed staff , the working experience could be lower to the one requested for this position).

It is requested to enclose any appropriate documentation - in original or in copy as well as to state the reasons for leaving/resigning from the previous job.

3. EXCLUSION FROM THE EXAMINATION TESTS

Candidates will be excluded from the examination tests if the application form:

- a) Does not meet/mention all compulsory requirements as specifically outlined in article 1.
- b) Is not signed.
- c) Is received after the dead line specified in article 2 of this notice.

4. EXAMINATION TESTS

Candidates meeting the above mentioned requirements will be admitted to the following following oral and practical tests:

- 1) An oral exam composed of:
 - A) a conversation in English in order to verify the good knowledge of that language, candidates' professional outlook and attitude along with their effective integration in the local environment;
 - B) a conversation in Bahasa Malaysia in order to assess candidates level of knowledge in that language. **During this examination the knowledge of the main rules and regulations on road traffic will be verified/tested.**
- 2) A driving test;
- 3) A practical test in order to assess the capability to perform the office duties related to switchboard operator, mail sorting, public sorting, dispatching, etc.;
- 4) An optional examination, only if required by the applicant , consisting of a conversation in Italian to test the level of knowledge of the language. A maximum of 1/100 marks may be added to the average of the marks obtained in the compulsory exams, as stated in art. 7 of the decree 655/2001.

5) MINIMUM PASS MARK

In order to pass, candidates must obtain a final overall grade of 70 / 100 with a percentage not inferior to 60/100 in each of the examination test.

At least 70/100 is requested for the driving test.

6) OPTIONAL EXAMS AND TITLES EVALUATION

The final list of candidates who pass the examination is based on the average score obtained in the examinations by each candidate, to which a maximum of 1 extra point may be added for each optional exam undergone.

In order to finalize the reserve list, extra marks may be added to the average of the marks obtained in the exams, for the possession of study titles above the level requested (primary school degree). Moreover, some more points may be added taking into consideration the previous working experiences if supported by the documents submitted (as mentioned in article 2 of this Notice)

More precisely, the additional points will be obtained following this rules:

- a) For each study title above the requested level (as specified in article 1-“General Requirements for Admissions”): marks 1/100 up to a maximum of 2/100;
- b) For each year of service in other employments without demerits performing duties and responsibilities equivalent to those mentioned in this notice of employment (or below the level requested , in case of local staff) : mark 1/100 with a maximum mark of 3/100;

7) DOCUMENTATION

The winning candidate will be requested to submit the following documents:

- a) Birth Certificate,
- b) Citizenship Certificate;
- c) Residence Certificate issued by the relevant local authority confirming the residency in the country for at least the last two years (Italian citizens can submit the AIRE registration certificate);
- d) Medical Certificate
- e) Criminal Record Certificate (in the case of non-Malaysian citizens it will be necessary to produce two criminal record certificates: one issued by Malaysian authorities another issued by their Country of origin);
- f) Certified true copy of the school degree (foreign certificates need to be presented together with an official translation and declaration of equal value issued by the relevant Consular Italian Authority)
- g) For non-Malaysian citizens, copy of the permit of stay;
- h) Certified copy of the driving license, allowing the holder to perform the duties of driver in Malaysia

With reference to point g) it is to be underlined that without such a legal documentation, the recruitment cannot be finalized.

It is to be also reminded that the residence requirement will be considered satisfied by the submission of an official residence certificate issued by the local Authorities. In countries where the local certifications cannot be produced or are not considered reliable, as foreseen in art. 6 point 2 of the ministerial decree n. 655/2001, the winner can request the Embassy to issue a substitutive certification which will certify the fulfilment of the requirement, as per art. 52 of the Legislative decree n. 71 dated 3rd February 2011.

Italian citizens registered in AIRE are allowed to submit a self-declaration;

Any certificate issued by a foreign authority must be legalized.

Every document/certificate written in a language other than Italian must be accompanied by a certified translation into Italian.

The documentation listed above from (a) to (d) needs to be presented within 15 days from the formal request made by the Italian diplomatic/consular office. The remaining documents must be provided before the contract's finalization.

Any successful candidate of EU citizenship (as per article 46 of Presidential Decree no. 445 dated 28th December 2000) is allowed to produce a self-declaration, provided that all the personal details declared (on civil status, personal qualities, and facts) are recorded in official Italian or EU registers, therefore can be verified both by the Embassy and/or the relevant Italian Permanent Representation.

Any declaration made that is found to be false will result in criminal sanctions (listed in article 76 of the above Presidential decree no. 445/2000) and will immediately cause the termination of the employment and relinquish any benefits acquired during that time.

Once the deadline for the submission of the applications expires, the Embassy, taking into consideration the requests submitted in time and the relevant documents produced, will publish a list of candidates eligible to participate at the examinations and will send a written confirmation to each candidate ten working days prior to the day of the exam.

A Commission shall be appointed to carry out all the examination procedures as mentioned in the present notice

The successful candidate cannot be employed until the relevant office of the General State of Account Department of the Ministry of Finance validates the approval of the contract as authorized and endorsed by the Italian Ministry of Foreign Affairs.

Dated 26th July 2017

THIS NOTICE OF EMPLOYMENT IS BEING DISPLAYED ON THE CONSULAR NOTICE BOARD OF THIS EMBASSY IN KUALA LUMPUR ON THE 26TH OF JULY 2017