



NOTICE OF EMPLOYMENT  
HIRING OF ONE (1) LOCAL STAFF WITH A FIX-TERM CONTRACT FOR THE  
POSITION OF ADMINISTRATIVE ASSISTANT  
(*courtesy translation*)

The Consul General of Italy in Erbil

In accordance with the provisions of the Presidential Decree no. 18 dated 5 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 7 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 with Ministerial Decree no. 032/655 dated 16 March 2001, registered by the Audit Court on 27 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 with the Ministerial authorization granted by the Italian Ministry of Foreign Affairs and International Cooperation with its communications no. 147055 dated 22 August 2025

ANNOUNCES

an open selection to recruit one (1) local employee (local staff) to be assigned to the services of Administrative Assistant, with a fixed-term contract lasting 6 months (possibly renewable once only).

1. GENERAL REQUIREMENTS FOR THE ADMISSION

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

1. Be at least eighteen years old on the date of publication of this notice.
2. Be healthy and in good physical conditions.
3. Possess a secondary school diploma or equivalent.

2. SUBMISSION OF APPLICATIONS

Applications must be submitted by sending a request to participate in the selection interviews, accompanied by a **Curriculum Vitae** and a **personal letter of motivation**, to the following email address: [erbil.office@esteri.it](mailto:erbil.office@esteri.it) **no later than 12:00 pm on 02 November 2025.**

3. ADMISSION TO SELECTION INTERVIEWS

The Consulate General reserves itself the right to call, for the selection interviews, the candidates who, on the basis of the documentation presented, are most suitable for the position. Is not signed by hand.



#### 4. EXAMINATION TESTS

The called candidates will undergo an interview aimed at assessing their professional aptitudes, interpersonal skills, knowledge of the activities carried out by diplomatic-consular offices abroad.

#### 8. DOCUMENTATION

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

- a. Birth Certificate.
- b. Medical Certificate of good health.
- c. Certified true copy of the school degree (foreign certificates need to be presented together with an - official translation and declaration of value issued by the relevant Consular Italian Authority).
- d. For non-Iraqi citizens, copy of the permanent residence permit or equivalent status allowing to undertake work activities in Iraq.

The certification indicated in points a), b), c) and d) must be presented by the candidate within 15 days of the request. Beyond this deadline, the Consulate has the right to call the next suitable candidate without further communication.

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

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.

Any successful candidate of EU citizenship (as per article 46 of Presidential Decree no. 445 dated 28<sup>th</sup> December 2000) is allowed to produce a self-declaration for the documentation a), b), c), e) and f) listed above, 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 Consulate General 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.

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.

#### 9. NOTICE ON THE PROTECTION OF PERSONAL DATA

The processing of personal data requested in order to be admitted to the selection and to be subsequently hired will be based on the principles of lawfulness, fairness and transparency to protect the fundamental rights and freedoms of every individual.

To this end, reference is made to the following information:

1. The data processor is the Ministry of Foreign Affairs and International Cooperation (MAECI) of the Italian Republic, which, in this case, operates through the Consulate of Italy in Erbil (contacts on the web site).
2. In the event of any questions or complaints, the Data Protection Officer (DPO) of MAECI may be contacted at the following address: Ministry of Foreign Affairs and



International Cooperation, Piazzale della Farnesina 1, 00135 ROME, tel. 0039 06 36911 (operator), e-mail: [rpd@esteri.it](mailto:rpd@esteri.it); certified e-mail: [rpd@cert.esteri.it](mailto:rpd@cert.esteri.it).

3. The personal data are requested only to admit candidates to the examination tests and to manage the subsequent hiring procedures and contract for the winner, as foreseen in the Decree of the President of the Republic n. 18/1967 (title IV), as modified by the legislative decree April 7th, 2000 n. 103 and by the Ministerial Decree 032/655 dated March 16th, 2001.
4. The submission of the aforesaid data that will be recorded in the relevant office of the Foreign office in Rome (DGRI-VI) is mandatory. Refusal to provide the requested data (or revocation of consent) will entail the exclusion from the exam, or only the admittance under reserve, or the impossibility to go ahead with the hiring procedure for the winner.
5. The data shall be processed in mixed mode (both digital and manual) by the personnel specifically assigned to the task.
6. The data of the selected candidates will be communicated on the official notice board and on the web site of the Consulate of Italy in Erbil; the data of the candidates found to be suitable to the General State of Account Department of the Ministry of Finance Ministry of Finance - located in the Ministry of Foreign Affairs as per art. 5 of the legislative decree 30.06.2011, n. 123, while the data of the winner will be communicated to the entitled Authorities both in Italy and Iraq, according to the applicable legal procedures: Ministry of Finance for the budget authorization, State Lawyers Department for the request of legal opinions, appointed lawyers in case of controversies to be registered at the local courts, Ministry of Economy, Ministry of Labour, private insurance companies as prescribed in art 158 of DPR 18/1967; INPS INAIL, and local social fund, local authorities as required by local laws and regulations.
7. The data shall be stored for a maximum of 15 years for the candidates, for the winners without any time limit as per legal certainty.
8. The applicant may request access to his/her personal profile and rectify his/her personal data. Within the scope of applicable legislation, the applicant may also request that the data be deleted, its use limited or object to it being processed. In these cases, the applicant will have to submit an ad hoc request to the Consulate of Italy in Erbil, informing and sending a copy to the DPO of the MAECI.
9. If the applicant deems that his/her rights have been violated, he/she may submit a complaint to the DPO of the MAECI. Alternatively, he/she may file a complaint with the Personal Data Protection Office: Garante per la Protezione dei Dati personali (Piazza di Monte Citorio 121, 00186 ROMA, Tel. 0039 06 696771 (operator), E-mail: [garante@gpdp.it](mailto:garante@gpdp.it), certified e-mail: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it)).

Erbil, 23 October 2025.

THIS HIRING NOTICE IS BEING PUBLISHED ON THE OFFICIAL NOTICE BOARD OF THE CONSULATE OF ITALY IN ERBIL ON 23 OCTOBER 2025.