



Ambasciata d'Italia
Kiev

**NOTICE OF RECRUITMENT FOR NO. 1 (ONE) TEMPORARY CONTRACT
EMPLOYEE TO BE ASSIGNED TO ADMINISTRATIVE ASSISTANT DUTIES
AT THE EMBASSY OF ITALY IN KIEV**

Embassy of Italy in Kiev;

HAVING REGARD TO Presidential Decree No. 18 of January 5, 1967, concerning the Regulations on the Administration of Foreign Affairs, as subsequently amended and supplemented, with particular reference to Legislative Decree No. 103 of April 7, 2000, which replaced Title VI of Presidential Decree No. 18/67 regarding locally engaged contract employees at offices abroad;

HAVING REGARD, in particular, to Article 153, paragraphs I and II of Presidential Decree No. 18 of January 5, 1967, which authorizes the recruitment of temporary employees;

HAVING REGARD TO Ministerial Decree No. 032/655 of March 16, 2001, registered with the Court of Auditors on April 27, 2001 (Reg. 4; Sheet 296), laying down the requirements and procedures for the recruitment of contract employees at diplomatic missions, consular offices abroad, and Italian Cultural Institutes;

HAVING REGARD TO the ministerial authorization referred to in message MAECI|2580100|15/09/2026|0006084-A of September 15, 2026;

HEREBY ANNOUNCES

the Embassy of Italy in Kyiv has the intention to recruit 1 (one) employee to be assigned to administrative assistant duties under a fixed-term employment contract for a duration of 6 months.

1. GENERAL REQUIREMENTS

Candidates must meet the following requirements to participate in the selection process:

- 1) have reached 18 years of age as of the date of this notice;
- 2) to be in a good health conditions;
- 3) to hold the following educational qualification: lower secondary school diploma or equivalent qualification.

2. GENERAL REQUIREMENTS

Applications, including a Curriculum Vitae (accompanied by a cover letter) attached, must be submitted no later than 23:59 on October 9, 2026, on the plain paper, and sent to the email address kiev.concorsi@esteri.it.

Applications shall be considered submitted on time if received by the aforementioned deadline.

3. ADMISSION TO SELECTION INTERVIEWS

The Embassy reserves the right to invite to the selection interviews those candidates who, based on the submitted documentation, are deemed most suitable for the position.

4. SELECTION PROCEDURE

The invited candidates will undergo an interview aimed to assess their professional aptitude, in particular regarding: record management, secretarial duties, accounting support, use of computer software (Word, Excel, Outlook, Internet browser), excellent knowledge of the Ukrainian and English languages, and a potential knowledge of Italian.

5. DOCUMENTATION

The winning candidate must provide the following documentation:

- a) birth certificate
- b) certificate of good health conditions
- c) certified copy of educational qualifications (foreign educational qualifications must be accompanied by an official translation and a declaration of value of the educational qualifications issued by the competent Italian consular authority;
- d) (exclusively for candidates who are citizens of a country other than the country of service) copy of the residence permit.

With reference to point (d), it is emphasized that in the absence of such documentation, the recruitment cannot proceed.

The documentation drawn up in a foreign language must be duly translated and legalized.

It is specified that Italian and European Union citizens, instead of the documentation referred to in points (a) and (c) above, must submit the specific self-certification declaration of the documentation referred to in Article 46 of Presidential Decree No. 445 of December 28, 2000, limited to cases where states, personal qualities, and facts are contained in the Italian or European Union public registers and, in the latter case, provided that our Diplomatic Missions are granted to access for any necessary checks.

Should the subsequent checks reveal the untruthfulness of the content of the self-certification declaration, the interested party shall incur the criminal penalties referred to in Article 76 of the aforementioned Presidential Decree No. 445/2000, resulting in immediate forfeiture of employment and any other benefit possibly obtained on the basis of the untruthful declaration.

The selected candidate may in no case commence service until the Central Budget Office has affixed its visa to the ministerial decree approving the contract.

6. PRIVACY POLICY REGARDING THE PROCESSING OF PERSONAL DATA

The processing of personal data for the purpose of potential interview call-outs and potential employment shall be based on the principles of lawfulness, fairness, and transparency to protect the fundamental rights and freedoms of natural persons.

To this end, the following information is provided:

1. The data controller is the Ministry of Foreign Affairs and International Cooperation of the Italian Republic (MAECI) which, in this specific case, acts through this diplomatic/consular mission (contact details are available on the website of the mission);
2. For queries or complaints, the data subject may contact the Data Protection Officer (DPO) of MAECI (Ministero degli Affari Esteri e della Cooperazione internazionale, Piazzale della Farnesina 1, 00135 ROMA, telephone: 0039 06 36911 (switchboard), email: rpdp@esteri.it, pec: rpdp@cert.esteri.it);
3. The personal data processing has the sole purpose of potentially calling candidates to admission interviews and managing the employment relationship for the winner(s), as provided for by Presidential Decree No. 18/1967 (Title VI) as amended by Legislative Decree No. 103 of April 7, 2000, and Ministerial Decree No. 032/655 of March 16, 2001;
4. The provision of data by the winner(s), which will be registered at MAECI-DGRI-Office VI in a dedicated paper and computer filing system, is mandatory by the law. Any refusal may result in exclusion from the interview call-out or the impossibility of proceeding with potential recruitment;
5. Data processing, carried out by specially designated personnel, will be performed manually and automatically;
6. The data of the winner(s) will be communicated to the M.E.F. – Central Budget Office at MAECI, pursuant to Article 5 of Legislative Decree No. 123 of June 30, 2011, and to the entities provided for by the Italian and local regulations: M.E.F. – Central Budget Office at MAECI for expenditure authorizations, AGS (State Legal Service) upon request for opinions, retained legal counsels for defense before the local forum, Ministry of Economy and Finance, Ministry of Labour, private insurance companies for obligations pursuant to Article 158 of the Presidential Decree No. 18/67; INPS, INAIL, local social security/welfare bodies, local authorities for the purposes of necessary procedures;
7. For unsuccessful candidates, in the absence of other regulatory references, data shall be deleted 15 years after the selection procedure, taking into account Articles 317, 157, and 161 of the Criminal Code, whereas for reasons of legal certainty, the data of selected candidates are kept indefinitely in their respective personal files pursuant to Article 68 of Presidential Decree No. 445/2000 and point 5 of MAE Circular No. 25/1972;
8. L'interessato può chiedere l'accesso ai propri dati personali e, alle condizioni previste dalla normativa vigente, la loro rettifica. Nei limiti di legge e fatte salve le conseguenze sul seguito dell'iter amministrativo, egli può altresì chiedere la limitazione del trattamento o l'opposizione al trattamento. In questi casi, l'interessato dovrà rivolgersi alla Rappresentanza diplomatico/consolare alla quale la presente domanda è indirizzata, informando per conoscenza l'RPD del MAECI. The data subject may request access to his/her personal data and, under the conditions provided for by the current legislation, their rectification. Within the limits of the law and without any prejudice to the consequences on the continuation of the administrative procedure, he/she may also request the restriction of processing or object to processing. In such cases, the data subject must apply to the diplomatic/consular mission to which this application is addressed, informing the MAECI DPO for information purposes.
9. If he/she believes that his/her rights have been violated, the data subject may lodge a complaint with the MAECI DPO. Alternatively, they may contact the Italian Data Protection Authority (Piazza di Monte Citorio 121, 00186 ROMA, tel. 0039 06 696771 (switchboard), email: garante@gpdp.it , PEC: protocollo@pec.gpdp.it).

Date: September 22, **2026**

Ambassador
Carlo Formosa
/signature of the Ambassador/

Round Official Seal

**THIS NOTICE WAS POSTED ON THE NOTICE BOARD OF THIS EMBASSY OF
ITALY IN KIEV ON SEPTEMBER 22, 2026**

Ambassador
Carlo Formosa
/signature of the Ambassador/

Round Official Seal