



**CALL FOR RECRUITMENT OF A TEMPORARY CONTRACT AGENT  
FOR THE POSITION OF ADMINISTRATIVE ASSISTANT  
AT THE ITALIAN INSTITUTE OF CULTURE IN ALMATY**

The Ambassador of Italy in Astana

and

Acting Director of the Italian Institute of Culture in Almaty

HAVING REGARD TO Presidential Decree n. 18 of 5.1.1967, concerning the Ordering of the Administration of Foreign Affairs, and subsequent amendments and additions, with particular reference to Legislative Decree n. 103 of 7 April 2000, which replaced Title VI of Presidential Decree n. 18/67 concerning contract employees in offices abroad;

HAVING REGARD, in particular, to Article 153(2) of Presidential Decree No 18 of 5.1.1967, which permits the assignment of temporary employees;

HAVING REGARD TO Ministerial Decree n. 032/655 of 16.3.2001, registered by the Court of Auditors on 27.4.2001 (Reg. 4; Fg. 296), containing "requirements and procedures for the recruitment of contract employees at Diplomatic Representations, Consular Offices abroad and Italian Institutes of Culture";

HAVING REGARD TO Legislative Decree 392 of 27 April 1995 titled "Regulation containing rules on the organisation, operation and financial and economic management of the Italian Institutes of Culture abroad";

HAVING REGARD TO the ministerial authorisation set out in the message of the Ministry of Foreign Affairs and International Cooperation n.040568 of 9 March 2023

**ANNOUNCES THAT**

The Embassy intends to recruit 1 employee to work as an administrative assistant at the Italian Institute of Culture in Almaty, with a 6 months fixed term contract, with the possibility of one 6-month extension.

## **1. GENERAL REQUIREMENTS**

Candidates who meet the following requirements may participate in the selections:

- 1) at least 18 years of age on the date of this notice;
- 2) of healthy constitution;
- 3) have the following academic qualification: 1st level secondary education diploma or equivalent;

## **2. SUBMISSION OF APPLICATIONS**

Applications, including a CV, accompanied by a motivation letter, must be submitted **no later than 16:00 (Astana time) on 26 April 2023**, on unstamped paper, addressed to:

Embassy of Italy in Astana

Address: Kosmonavtov Street, 62 - Microdistrict CHUBARY, Z05E9E1, Astana

or sent to the e-mail address [astana.procedure@esteri.it](mailto:astana.procedure@esteri.it).

Applications shall be deemed to have been submitted in good time if received by the above deadline.

## **3. ADMISSION TO SELECTION INTERVIEWS**

The Embassy reserves the right to call for selection interviews those candidates who, on the basis of the documentation submitted, are most suitable for the job.

## **4. SELECTION TESTS**

Candidates called for interview will be interviewed in order to ascertain their professional aptitude.

## **5. DOCUMENTATION**

The successful candidate must produce the following certification:

- a) birth certificate
- b) certificate of healthy physical constitution

c) academic qualifications in certified copy (foreign academic qualifications must be accompanied by an official translation and a declaration of value issued by the competent Italian consular authority)

d) *(for candidates with citizenship other than that of their Country of service only)* copy of their residence permit

With reference to point d), it will not be possible to proceed with recruitment without the aforementioned documentation.

Certification written in a foreign language must be duly translated and legalised.

**Italian and EU citizens**, instead of the certification referred to in points a), c) above, must submit the specific declarations in lieu of certification referred to in Article 46 of Presidential Decree n. 445 of 28 December 2000, limited to cases in which the status, personal qualities and facts are contained in Italian or EU public registers and, in the latter case, provided that our Representations are given the possibility of access for checks.

Should subsequent checks reveal that the contents of the declarations are untrue, the interested party shall incur the penal sanctions set forth in Article 76 of the aforementioned Presidential Decree n. 445/2000, and shall immediately forfeit the employment and any other benefits that may have been obtained on the basis of the untrue declaration.

In any case, the successful candidate may not commence service until the Central Budget Office has authorised the Ministerial Order approving the contract.

## **6. PERSONAL DATA PROCESSING NOTICE**

The processing of personal data for the purposes of possible invitations to interviews and for possible recruitment will be based on the principles of lawfulness, correctness and transparency to protect the fundamental rights and freedoms of individuals.

To this end, the following information is provided:

1. The data controller is the Ministry of Foreign Affairs and International Cooperation of the Republic of Italy (MFAIC) which acts, in this specific case, through the Embassy of Italy in Astana (contact details can be found on the website of the Embassy);
2. For queries or complaints, the data subject may contact the Personal Data Protection Officer (DPO) of MFAIC (Ministry of Foreign Affairs and International Cooperation, Square of Farnesina, 1, 00135 ROME, telephone: +39 06 36911 (call centre), e-mail: [rpd@esteri.it](mailto:rpd@esteri.it), pec: [rpd@cert.esteri.it](mailto:rpd@cert.esteri.it));
3. The sole purpose of the personal data processed is the possible convocation of admission interviews for candidates and the management of the employment relationship for the

winner, as provided for by Presidential Decree 18/1967 (Title VI) amended by Legislative Decree n. 103 of 7 April 2000 and by Ministerial Decree 032/655 of 16 March 2001;

4. The provision of the data of the successful candidate, which will be recorded at MFAIC-DGRI-Office VI in a special paper and computer file, is compulsory by law. Any refusal may result in the exclusion from the call for interviews or the impossibility of proceeding with the eventual recruitment;
5. The processing of the data, carried out by specially appointed personnel, will be done manually and automatically;
6. The data of the winner(s) will be communicated to the M.E.F. - Central Budget Office at MFAIC, in accordance with art. 5 of Legislative Decree n. 123 of 30.6.2011 and to the subjects envisaged by Italian and local regulations: M.E.F. - Central Budget Office at the MFAIC for expenditure authorisations, AGS on the occasion of requests for opinions, trusted lawyers for defence before the local court, Ministry of Economy and Finance, Ministry of Labour, private insurance companies for the obligations set forth in art. 158 of Presidential Decree 18/67; INPS, INAIL, local social security/assistance bodies, local authorities for the purposes of the necessary fulfilments;
7. For unsuccessful candidates, in the absence of other regulatory references, the data are deleted 15 years after the selection procedure, taking into account Articles 317, 157 and 161 of the Italian Criminal Code, while for reasons of legal certainty, the data of successful candidates are kept indefinitely in their personal files in accordance with Article 68 of Presidential Decree no. 445/2000 and point 5 of MFA Circular 25/1972;
8. Interested parties may request access to their personal data and, under the conditions provided for by the law in force, their rectification. Within the limits of the law and without prejudice to the consequences on the continuation of the administrative process, he/she may also request the restriction of processing or opposition to processing. In these cases, the data subject should contact the diplomatic/consular Representation to which this request is addressed, informing the DPO of the MFAIC for information.
9. If the data subject considers that his/her rights have been violated, he/she may lodge a complaint to the DPO of the MFAIC. Alternatively, he/she may contact the Guarantor for the Protection of Personal Data (Square of Monte Citorio, 121, 00186 ROME, tel. 0039 06 696771 (call centre), mail: [garante@gpdp.it](mailto:garante@gpdp.it), pec: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it)).

Date 5 April 2023

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**THIS CALL WAS POSTED ON THE NOTICE BOARD OF THIS EMBASSY ON 3 APRIL 2023**

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