



Ambasciata d'Italia
Pretoria

VERBALE n. 2
CALENDAR OF THE EXAMINATION TESTS
(Courtesy /unofficial Translation)

The Commission appointed to run the examination tests to recruit 1 local employee to serve as administrative officer for the consular section;

HAVING CONSIDERED the Notice of employment published by this Embassy on the 22nd February 2021;

HAVING CONSIDERED the Verbale n. 1 on the expiration of the deadline to submit the applications;

AKNOWLEDGES by this Verbale to have established for Thursday 15th April 2021 at 8.00 a.m., the day to run the written examination tests that will take place according to the following calendar and timetable:

- from 8.00 to 8.30 a.m. settlement of the Commission and verification of the identity of the admitted candidates;

1. from 09.00 to 10.00 a written translation test, without the use of a dictionary, of a text from Italian into English (1 hour time);

2. from 10.30 to 11.30 a written translation test, without the use of a dictionary, of a text from Italian into English (1 hour time)

Only the candidates who will score at least 60/100 (sufficient knowledge) in each of the 2 written translations will be invited to the oral and practical tests that are scheduled for **Wednesday the 28th April 2021 from 08.00 a.m.** as below specified:

1) an interview consisting of :

A) a conversation in Italian in order to verify the good knowledge of that language, candidates' professional outlook and attitude, along with their effective integration in the local environment. During this part of the exam the commission will also verify the knowledge of the candidates on the activities carried out by a consular office.

B) a conversation in English in order to assess candidates' level of knowledge in that language. During this part of the test an instant translation from English into Italian of a typical office document will be requested, without using any dictionary.

2) An IT-literacy test;

3) A practical case-handling test in order to assess the capability to perform consular office duties.

4) A practical case-handling test in order to assess the capability to assist in the organisation of institutional activities.



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The candidates will be called to undergo the examinations following the chronological order of each application received.

In case the Commission cannot finish the examination tests by the 28th April 2021, the exam will resume next day, the 29th April 2021 at 08.00 a.m. .

The Commission adopts the following graduation system for the tests:

- up to 59/100: insufficient level of knowledge;
- between 60/100 and 69/100: sufficient level of knowledge;
- between 70/100 and 79/100: good level of knowledge;
- between 80/100 and 89/100: optimum level of knowledge;
- between 90/100 and 100/100: excellent level of knowledge.

All the candidates must bring along the original identity document (ID or Passport with relevant visa if not South african citizen) and all the relevant documents.

This Verbale is published on the official board of the Embassy from today and until the last day of the examination tests and will be sent to each candidate admitted to the exams together with the convocation letter.

Pretoria, 24th March 2021

Seal of the Embassy and signatures by the President and the members of the examination Commission

