

Embassy of Italy - Tokyo

[Partial courtesy translation of the official Italian version of the call for applications]

NOTICE OF RECRUITMENT

The Ambassador of Italy to Japan;

[...]

HEREBY ANNOUNCES THAT

A new selection procedure is hereby opened [...] for the recruitment of no. 1 contract employee to be assigned to driver–messenger–switchboard operator duties.

1. GENERAL REQUIREMENTS FOR ADMISSION

Candidates may participate in the tests if they:

- have reached the age of 18 by 9 March 2026 at the date of this notice;
- are physically fit for the job;
- possess the following educational qualification: primary school certificate – or equivalent;
- have been residing officially in Japan for at least two years;
- hold, at the time of the driving test, a valid driving licence allowing them to perform driver duties in Japan.

The required qualifications must be met by the deadline established in point 2 below for submission of applications, with the exception of:

- the eighteenth year of age, which must be met by 9 March 2026;
- possession of the driving licence, which is required at the time of the driving test.

2. SUBMISSION OF APPLICATIONS

Applications for admission to the recruitment tests, to be drawn up using the form available at [https://ambtokyo.esteri.it/it/amministrazione-trasparente/bandi-di-concorso/\[s1\]](https://ambtokyo.esteri.it/it/amministrazione-trasparente/bandi-di-concorso/[s1]), **must be submitted no later than at 18:00 on 8 April 2026.**

Applications may be sent electronically, signed, scanned and accompanied by a copy of a valid identity document, to the following email address: tokyo.concorsi@esteri.it

[...]

3. EXCLUSION FROM THE SELECTION PROCEDURE

The following will result in exclusion from the selection tests:

- applications which do not demonstrate possession of all the requirements listed in point '1. General requirements for admission';
- applications lacking the applicant's handwritten signature;
- applications sent or submitted after the deadline indicated in point 2 of this notice.

4. EXAMINATION TESTS

Candidates who meet the above requirements will be required to undergo a series of theoretical and practical tests consisting of:

- an interview consisting of: a) a conversation in English intended to verify a good command of the language, the candidates' professional aptitudes and their effective integration in the local environment; b) a conversation in Japanese intended to verify a good command of the language (during this conversation, candidates' knowledge of local traffic regulations will be assessed);
- a driving test;
- a practical test concerning reception and direction of the public, operation of the telephone switchboard, sorting of correspondence, etc.;
- an optional test in Italian consisting of an interview aimed at verifying the level of knowledge of the language.

5. MINIMUM PASSING SCORE

To obtain a passing grade, candidates must achieve an average score of at least 70/100, with no score lower than 60/100 in each test.

A minimum score of 70/100 is in any case required in the driving test.

6. OPTIONAL TEST AND EVALUATION OF QUALIFICATIONS

For the purpose of drawing up the final ranking of successful candidates, a score from 0/100 to 1/100 will be added to the average score obtained by each candidate who has passed the tests for the optional, Italian language examination.

For the purpose of drawing up the final ranking of successful candidates, the average score obtained by each candidate who has passed the tests will also be increased by points awarded for educational qualifications higher than those required, as well as for previous work experience (provided they are documented in the application as indicated in point 2), within the following limits:

- for each academic qualification higher than that required for participation in the tests: 1/100 points, up to a maximum of 2/100 points;
- for each year of service performed without disciplinary issues in duties at least equivalent to those provided for in this Notice (or immediately lower in the case of employees already in service): 1/100 points, up to a maximum of 3/100 points.

7. DOCUMENTATION

The candidate with the highest overall score will need to submit the following documentation:

- birth certificate;
- certificate(s) of citizenship held;
- certificate attesting residence in Japan during the two years preceding the deadline for submission of applications;
- criminal record certificate issued by the local authorities;
- certified copies of academic qualifications (all qualifications issued by non-Italian entities must be accompanied by an official translation and a declaration of value issued by the competent Italian consular authority);
- (*for candidates who are not Japanese citizens*) copy of residence permit (Residence Card);
- certified photocopy of the driver's licence required for performing driver duties in Japan.

[...]

Documentation issued by a non-Italian administration must be legalized. Documentation drafted in a language other than Italian must be accompanied by a translation certified as conforming to the original.

[...]

On the basis of the information contained in the applications received by the deadline, a list of candidates admitted to the tests will be drawn up. Candidates will be summoned by written communication sent to the interested parties at least 10 days before the date set for the tests.

[...]

Date: 9 March 2026

The Ambassador of Italy to Japan

Mario Andrea Vattani

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THIS NOTICE WAS POSTED ON THE NOTICE BOARD OF THE EMBASSY OF ITALY IN TOKYO ON 9 MARCH 2026

The Ambassador of Italy to Japan

Mario Andrea Vattani

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