



Ambasciata d'Italia
Mascate

Notice of hiring of one Administrative assistant

Disclaimer: This document is only meant to facilitate the comprehension of the official Hiring Notice (Avviso di Assunzione) advertised only in Italian by the Embassy of Italy in Muscat.

This is NOT an official translation of the Avviso di Assunzione n. 345 of 01.02.2026. Therefore, in case of inconsistencies between this document and the Avviso di Assunzione n. 345/2026, the latter shall apply. Candidates are encouraged to seek the assistance of an Italian translator in order to accurately apply for the job while having a complete understanding of the selection requirements, the selection process as well as of the statement on data treatment and privacy contained in the Avviso di Assunzione n. 345/2026.

Position

One (1) position as Administrative assistant, permanent contract employee

General Requirements

- 1) 18 years of age or more
- 2) Healthy physical conditions
- 3) Qualification: Lower Secondary/Middle School Diploma or equivalent
- 4) Residence: proof of residence in Oman for the last two years

The aforementioned requirements must be possessed within the deadline to submit the application.

Application should be submitted using the application form available at the Italian Embassy, duly signed and with a valid identity document.

Deadline

All applications should be submitted using the sample application form available on the Embassy's website by 23:59hrs of 03.03.2026 (March 03, 2026), through email: ambasciata.mascate@esteri.it or by hand personally to the following address:

Ambasciata d'Italia in Mascate
Indirizzo: P.O. BOX 520 P.C. 115
Shatti Al Qurum, Way 3034 House 2697
Muscat – Sultanate of Oman

Applicants will have to declare their:

- a) Full name, place and date of birth, place of residence;
- b) Contact details;
- c) The possession of a healthy physical condition;
- d) Citizenship or citizenships;
- e) For how long they have resided in Oman;
- f) Criminal sentences and pending criminal proceedings in Italy, Oman and abroad, if any;
- g) Military obligations if any;

h) Education degree.

To gain additional points, candidates may moreover add information regarding:

- i) Education accomplishments, higher than the one mandatory to participate in the hiring notice
- j) Former work experiences as administrative assistant

Applications will not be accepted if

- a) The general requirements are not met
- b) The applications are not personally signed by the applicants
- c) The applications are received by the Embassy beyond the deadline

Tests

- Written translation from Arabic to English, without using the Dictionary, of an office text in one hour of time;
- Conversation in English concerning professional skills and knowledge of an Embassy's work;
- Conversation in Arabic, including an oral translation of a short office text to English;
- Practical test in using Personal Computer for office tasks
- Consular operator test
- Office clerk assistant test (Secretary, Archive and Accountancy)
- Conversation in Italian (optional for additional points)

Minimum score to be eligible

In order to be eligible, candidates will have to score an average of 70/100, with scores of at least 60/100 in each test.

Additional points

Up to 1/100 additional point can be assigned to eligible candidates who have a conversation in Italian.

Up to 2/100 additional points can be assigned for higher education accomplishments.

Up to 3/100 additional points can be assigned for previous work experience.

Documentation

The eligible candidate with the highest score will have to provide, within 15 days from the request (except letters "d" and "e"):

- a) Birth certificate;
- b) Citizenship/s certificate/s;
- c) Residence certificate;
- d) Criminal record;
- e) Authentic education certificates (if not Italian, such titles must to be translated and submitted together with a declaration of value by the competent Italian Embassy or Consulate);
- f) For non Omani only, Residence permit.