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Please consider that only the original version in Italian language has legal value

## STAZIONE ZOOLOGICA ANTON DOHRN

### SELECTION N. 23/2019

#### **PUBLIC SELECTION FOR RECRUITMENT BY TITLES AND EXAMINATIONS OF THREE TECHNICAL PERMANENT POSITION (AQUARISTS) - VI PROFESSIONAL LEVEL – BASED AT THE STAZIONE ZOOLOGICA ANTON DOHRN IN NAPLES**

The General Director,

... omissis ...

Declares

#### **Art. 1**

#### **Subject of the Call for Selection**

Anton Dohrn Zoological Station open public tender at the based on evaluation of titles and qualifications, exams and interview for the recruitment of 3 permanent full-time Technical Research Collaborators - VI professional level as Aquarist position with proven knowledge and experience in aquarium management of marine fish and invertebrates – Location Naples.

#### **Art. 2**

#### **Requirements for admission**

The participation in the selection is free, and open to all EU citizens.

To be eligible for selection must have the following requirements:

- a) EU citizenship. Family members of citizens of the EU member states can also apply, even without having the citizenship in one of the EU Member State, as well as citizens of third countries holding residence in EU countries or permit for long-term residents, or having the refugee status or subsidiary protection status;
- b) possession of a secondary school diploma obtained from a state higher education institution or legally recognized;
- c) to have no criminal convictions that prevent, in accordance with the current provisions, the establishment of an employment contract with Public Administrations in Italy;
- d) to be not dismissed or laid off from the public service;
- e) to possess all civil and political rights in the country of origin;
- f) regular position with regard to military service for Italian citizens who are subject to it.
- g) Open water diver certification released from a recognized organization (Rescue or higher qualification is preferred).

All requirements, under penalty of exclusion, must be fulfilled by the date of the deadline for the application and by the date of the employment.

The assessment by the Administration or the Examination Committee of the lack of possession, even if only one of the aforementioned mandatory requisites, will result in the exclusion from the selection or the loss of the right to the appointment.

Candidates are also requested, under penalty of exclusion, to possess the following specific skills, verified by the Examining Commission:

- Consolidated experience in a public aquarium or zoo as aquarist, zookeeper or trainee or equivalent experience.
- Knowledge of marine fauna (fish and marine invertebrates) and specific species husbandry requirements in a controlled environment.
- Technical skills in the management of the Life-support systems of open, semi-open and closed systems
- Knowledge of the criteria aimed at ensuring welfare of the animals maintained in the aquarium.
- Knowledge of water quality parameters for the well-being of marine fauna, with a propensity for problem solving
- Ability to outreach and disseminate knowledge and scientific issues related to aquarium activities.

Candidates in possession of similar degrees achieved abroad with a declaration of equivalence to the Italian degree, released by Italian authorities, or the candidates that in any case obtained the declaration according to the current law, are also admitted.

For the request of equivalence, please visit:

<http://www.cimea.it/en/servizi/procedure-di-riconoscimento-dei-titoli/riconoscimento-non-accademico.aspx>

<http://www.funzionepubblica.gov.it/articolo/dipartimento/22-02-2016/modulo-la-richiesta-dellequivalenza-del-titolo-di-studio-stranieri> .

Candidates have the responsibility, under penalty of exclusion, to prove the equivalence by presenting the certificate of recognition, or alternatively the statement that the “request for equivalence” has been already requested and that the procedures for the evaluations are started.

The candidates without such declaration of equivalence are admitted in any case to the examination. In such a case, the candidate must provide their own declaration that the “request for equivalence” has been already requested. Under penalty of exclusion, they must present the equivalence of the foreign degree to the Administration before signing the contract.

Good knowledge of English and computer skills will be verified by the Examination Committee.

All candidates are admitted to the selection subject to verification that they meet the admission requirements.

The assessment by the Administration or by the examining Committee of the non-possession, even of only one of the aforementioned mandatory requirements, will result in the exclusion from the competition or the loss of the right to the appointment.

**Art. 3**  
**Submission of applications - Terms and conditions**

The application to the selection must be submitted exclusively through the following address:

<http://www.szn.it/index.php/en/tenders-and-job-opportunities/job-calls>

where the candidates can select the present Call and obtain access to the online forms, upon registration to the system.

The application must be submitted no later than the thirty-first day following the date of publication of the Call in the Official Gazette of the Italian Republic - IV Special Series, at 1.00 pm. The date of submission of the application is certified by the online system, which will be closed at the deadline, and will not allow the access to the procedure anymore.

For further information, or in case of any issues in submitting the application, the Candidates can contact the Responsible of the Procedure or the Support Staff by using the "Support Request" function.

In their application, the candidates must declare, under their own responsibility, under penalty of exclusion, the following information:

- full name;
- date and place of birth;
- citizenship;
- if the candidate is an Italian citizen, the municipality where he/she is registered in the electoral lists or the reasons for non-registration or cancellation from such a list;
- non Italian candidates must declare to possess all civil and political rights in the country of origin (except for applicants holding refugee status or subsidiary protection status);
- to be exempt of criminal convictions and legal pending proceedings precluding the access to the position or indicate the convictions and pending prosecutions, and their specific content. Alternatively, the declaration "nothing to declare" should be explicitly presented;
- Qualifications, indicating complete title of the Master Degree, including the date of achievement and the issuing Institute;
- Should the candidate have any form of disability, it should be indicated in the application form, stating what type of help or support is required and the possible necessity of extra time required, according to art. 20 of the Law 5 February 1992, n. 104;
- English knowledge
- Any services provided by public administrations and the causes of termination of employment;
- Of not having been dismissed from the Public Administration for persistent poor performance, or not having been revoked by another employment for having produced fake or vitiated documents, or not been banned from public office, or not retired;
- Previous or current employment in public Administrations, indicating the professional level and position;
- Computer skills;
- possession of reserve or preference titles. The titles must be indicated in the application, otherwise they will be not evaluated;

- only for Italian candidates is requested the PEC (certified e-mail address) to be used for official notifications concerning the selection; foreign candidate should indicate their email address;
- all candidates should indicate also a valid telephone number.

After having completed the online procedure, the system will produce a declaration that the candidate is requested to print, sign, scan and save as a PDF file. This file must be uploaded in the system along with copy of the identity document (the system will require to upload both sides).

Candidates having the kit for digital signature can digitally sign the application.

After submitting the application, the candidate will receive an email confirming the submission. This message has the value of receipt. In case of any issue, please contact the Responsible of the Procedure via pec: [rupconcorsi@legalmail.it](mailto:rupconcorsi@legalmail.it) (for Italian Candidates) or [recruitment@szn.it](mailto:recruitment@szn.it) (for EU candidates) in order to verify that the application has been registered.

In case of need to reopen the application in order to be able to include any additions and / or changes within the deadline of the Call, the candidate can request the reopening of the application through the platform using the "Request support" function.

The reopening request must be presented online from Monday to Friday, 07:30am - 4:30pm GMT +1.

All communications concerning the Call has to be sent exclusively through the indicated platform and the RUP will act accordingly by utilizing the e-mail address indicated by the candidates. All other information will be published in the institutional site and have official notification value.

The Stazione Zoologica Anton Dohrn does not assume any responsibility for any failure to network connection, or in case of loss of communications due to incorrect or unclear transcription of personal data or addresses of the candidates or failure or late notification of change of address indicated in the application.

#### **Art. 4** **Exclusion from selection**

Candidates are admitted to the selection on the basis of preliminary screening carried out by the Responsible of the Procedure.

Principles of exclusion:

- applications submitted in a different way from the online procedure reported above in art 3.;
- applications not fulfilling the requirements listed in Article. 2, comma a), b), c), d) e), f) g).

The General Director of the Stazione Zoologica Anton Dohrn may determine the exclusion of the candidate at any time when the lack of requirements has been certified by the Responsible of the Procedure.

A candidate will be excluded from all rights if reasons of exclusion are determined even after the completion of the selection.

False statements can be reported to the competent authorities.

**Art. 5**  
**Presentation of titles**

The application form must be attached to the *EuroPass Curriculum Vitae* (CV) in which the candidate will detail, in an analytical way, states, facts and personal skills, bringing the exact references and information for the evaluation of each title.

In particular, the candidate will have to indicate:

1. studies completed and qualifications, with dates of achievement and final marks;
2. the services provided, the role and functions performed, the positions held and their duration and the public or private Institutions where they have been undertaken;
3. specialization and / or training courses carried out at public and / or private entities relating to the profession for which you are competing;
4. any other technical and professional activity previously carried out.

The *Curriculum Vitae* must be completed and duly signed by the candidate with a legible signature. All declarations in the *Curriculum Vitae* are considered as affidavits of certification and deed of notoriety according to art. 46 of Presidential Decree 445/2000.

The application must be accompanied by a .pdf format including all documents or affidavits of certification and deed of notoriety certifying all further titles and publications to be considered for evaluation.

For non-Italian candidates, the Curriculum Vitae must be accompanied by the declaration of equivalence to the Italian degree, released by Italian authorities, or alternatively the statement that the “request for equivalence” has been already requested and that the procedures for the evaluations are started.

The affidavits of certification and deed of notoriety expected for Italian citizens are also fully applicable to the citizens of the European Union. NonEU citizens resident in Italy may use affidavits of certification and deed of notoriety only for cases in which it is necessary to provide evidence, facts and personal qualities that can be certified or attested by Italian public or private subjects, or in cases where the production of the same declarations is given according to international agreements between Italy and the country of origin of the declarant.

Under Article 15 of the law 12.11.2011 n. 183 it is forbidden to show to public administrations and private providers of public services, certificates issued by the PA concerning states, facts and qualifications that are, therefore, increasingly replaced by the affidavits of certification and deed of notoriety (arts. 46 and 47 of Presidential Decree 445/2000).

The Stazione Zoologica, pursuant to Article 71 and in relation to the Articles n. 75 and 76 of the Presidential Decree 445/2000 and subsequent amendments, carries out sample check over the reliability of the affidavits.

**Art. 6**  
**Examination Committee**

1. The Committee will be nominated by the Administration council of the Stazione Zoologica upon proposal of the President and their meetings can be held by teleconference or videoconference.
2. The Decree of nomination will be published of the webpage of the Stazione Zoologica Anton Dohrn at the following link:  
<http://www.szn.it/index.php/en/tenders-and-job-opportunities/job-calls>
3. In case of justified waiving or unavailability of one of the members, a deputy member is nominated, by Decree of the President of the Stazione Zoologica Anton Dohrn.
4. The members of the Examining Board are required to declare the absence of conflicts of interest which, in addition to legal obligations, is also extended to candidates, with whom the Member of the Commission does not share professional or private interests with any candidate;
5. Any changes in the legal status that occurred after the appointment do not affect the quality of the commissioner.
6. Any requests for rejection by one or more members of the Commission of selection by the candidates, if the conditions set forth in art. 51 of the civil code of procedure, must be proposed to the President of the Stazione Zoologica Anton Dohrn within the peremptory term of fifteen days from the date of publication of the decree of appointment. After this deadline, requests for rejection by the commissioners are not admitted.
7. No later than forty-five days from the date of communication of the appointment, the Commission shall hold the first meeting, during which the criteria of evaluation of qualifications, after issuing declarations of non-existence of incompatibility or conflict of interests pursuant to current legislation, are set.
8. The Commission concludes the Selection procedure within six months from the date of the written tests.
9. Failure to observe this requirement must be justified by the examining committee to the Director General

**Art. 7**  
**Qualifications**

For the evaluation of the qualifications, the Commission has a total of 30 points. In order to fall within the ranking the candidates have to pass the threshold of 21 points out of 30.

The qualifications evaluated are:

<i>Curriculum Vitae et Studiorum</i>	Max 30 points
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The following qualifications will be considered as preferential criteria:

- certified experience in carrying out the activities provided for in the present Selection from Research Bodies and / or Universities or qualified public and private Bodies and Research Centers, including foreign ones;
- a University degree in Biology, Marine Biology, Natural Sciences, Environmental Sciences, or equivalent.
- Possession of diving certification and boat license.

Before examining the documentation presented by the candidates, the examining commission will determine the criteria for the division of the maximum scores attributed to each category of qualifications.

The qualifications must be available by the deadline of the call.

The evaluation of the qualifications presented in the *Curriculum Vitae et Studiorum* will be aimed at enhancing the experience of the candidates, understanding the actual experience gained and the ability to carry out and promote activities consistent with the aims of the call.

The score assigned to the candidates following the evaluation of the qualifications is published anonymously on the institutional website of the Zoological Station Anton Dohrn at the following address: <http://www.szn.it/index.php/it/bandi-e-concorsi/bandi-di-concorso>

**This publication constitutes notification.**

## **Art. 8 Evaluations**

1. The exams are divided into:
  - a) One written essays in Italian or English (upon candidate preference), aimed at ascertaining the possession of skills consistent with the activity indicated in the Call;
  - b) One theoretical/practical exam consistent with the issues of the call
  - c) an interview, carried out according to the art. 12 of DPR 487/94, in Italian or English (upon candidate preference), consisting in the discussion about the technical aspects related to the activities of the call and the written essays and curricular experiences.
  - d) The interview aims also at ascertaining the knowledge of English and computer skills.

For the evaluation of the exams, the Commission can give the following scores:

- 20 points for the first written examination
- 20 points for the practical exam
- 20 points for the interview.

2. The day(s), place and time of the written examinations will be communicated to candidates with at least with a fifteen-days notice prior the date of the examinations. The diary of the exams is published exclusively on the institutional website of the Anton Dohrn Zoological Station at:  
<http://www.szn.it/index.php/it/bandi-e-concorsi>  
**This publication constitutes notification.**
3. The written examination and the practical/theoretical examination can be carried out in the same day, if the total time limit of six hours is not exceeded, with the exclusion of additional technical times.
4. To be admitted to the interview, candidates must obtain at least 14 over 20 points in each of the two written exams.
5. The score assigned to the candidates following the evaluation of the qualifications, the written test and the practical and / or theoretical-practical test, is published anonymously on the institutional website of the Anton Dohrn Zoological Station at the following address:  
<http://www.szn.it/index.php/it/bandi-e-concorsi>  
**This publication constitutes notification**
6. The notice convening the interview is given at least twenty days before the date of the interview **exclusively on the institutional website of the Anton Dohrn Zoological Station at:**  
<http://www.szn.it/index.php/it/bandi-e-concorsi>  
**This publication constitutes notification**
7. At the end of the interview, the Commission draws up the list of the candidates examined indicating the scores of each candidate. The list, signed by the President and the Secretary of

the Commission, is posted in the same day at the official board of the Stazione Zoologica Anton Dohrn.

**This publication constitutes notification**

8. To pass the threshold of the interview, the candidate must obtain a minimum score of 21 over 30 points and at least sufficient judgment concerning English and informatics.
9. Candidates in need of assistance during the examination due to the specific disabilities, must indicate this need in the application form.
10. To be admitted to the examination tests candidates must present a valid identification document. Candidates absent at the exam tests on the set dates will forfeit their right to participation.
11. At the end of the examinations, the Commission draws up the ranking of merit and indicates the winner, in the person of the candidate who has obtained the highest final score given by the sum of the scores obtained in the evaluation of qualifications and in the individual exams.

**Art. 9**

**Reserve or preference titles**

1. In case of equal merit of two or more candidates who have passed the interview and who intend to assert reserve and / or preference titles, expressly indicated in the application, among those provided for by art. 5 of Presidential Decree 487/94, must send to the Responsible of the procedure, referred to in art. 14 of the Call, to the PEC address: [rupconcorsi@legalmail.it](mailto:rupconcorsi@legalmail.it), within the peremptory term of fifteen days, starting from the day after the interview, substitutive declarations of certification or of the deed of notoriety pursuant to Articles. 46 and 47 of the D.P.R. 445/2000, certifying the possession of the aforementioned qualifications on the date of expiry of the deadline for the submission of the application for participation in the competition.
2. Candidates not resident in Italy may send the aforementioned documentation to the e-mail address [recruitment@szn.it](mailto:recruitment@szn.it).

**Art. 10**

**Legality of the acts**

**Approval of the ranking and nomination of the winner**

1. The General Director, within thirty days after reception of the documents by the Commission, after verification of the regularity of the procedure, approves the order of merit with his own provision and nominates the winners.
2. In case of equal merit of two or more candidates, the set of criteria of preference defined in Art. 5 of the Decree of the President of the Italian Republic, May 9, 1994, n. 487, will be applied.
3. In case of procedural irregularities, the documents are returned to the Commission, setting a deadline.
4. The provision referred to in paragraph 1 is published on the website at the address <http://www.szn.it/index.php/en/tenders-and-job-opportunities/job-calls>, and the publication will be notified through the Official Gazette of the Italian Republic.

**Art. 11**

**Recruitment**



1. The winners of the selection will be recruited with permanent contract of Technicians - VI professional level, and will receive the remuneration set in the National Collective Labour Agreement for Research and Experimentation Institutes.
2. The winners of the selection, who do not start the service within the prescribed time, if not differently agreed or unless prevented from so doing, lose the right to the recruitment.
3. The winners of the selection will have to present, in means and time set by the Office of Human Resources, the documents requested with the letter of recruitment.
4. Based on the provisions of art. 55 quater of the Legislative Decree n. 165/2001 and subsequent amendments and additions, in the case of documentary or declarative falsifications committed for the purposes or at the time of the establishment of the employment, the disciplinary sanction of dismissal without notice is applied.

**Art. 12**  
**Privacy policy**

1. According to the General Data Protection Regulation (GDPR) n. 679/2016 and the legislative decree, May 18 2018, n. 51, the personal data provided by the candidates will be collected only for the selection purposes and subsequent recruitment.
2. The release of such data is mandatory for the evaluation of the participation requirements, the lack of it may determine the exclusion from the selection.
3. The candidate is entitled to the rights including the access to his/her data as well as some complementary rights including the right to have rectified, updated, completed or deleted any wrong or incomplete data, or data obtained in a way non complying with the law in force, as well as the right to object to the data treatment based on legitimate reasons.
4. The candidate can invoke his/her rights against the Stazione Zoologica Anton Dohrn addressing the claim to the Data Controller.

**Art. 13**  
**Access to the acts**

1. The access to the acts of the Call is pursuant the Law n. 241 and subsequent integrations and modifications.
2. Access requests will be published on the SZN website:  
<http://www.szn.it/index.php/en/tenders-and-job-opportunities/job-calls>.
3. This publication fulfils any obligation of communication to the applicants, pursuant to the aforementioned law. Therefore, the Stazione Zoologica is not required to make any individual notification to the participants.

**Art. 14**  
**Responsible of the Procedure**

The Responsible of the procedure in the present selection is Dr. Patrizia Varriale (Tel. +39 081 5833225 – email [patrizia.varriale@szn.it](mailto:patrizia.varriale@szn.it) – PEC: [rupconcorsi@legalmail.it](mailto:rupconcorsi@legalmail.it)).

**Art. 15**  
**Advertising and information**

The Call for Selection is published on the website of the Stazione Zoologica Anton Dohrn: <http://www.szn.it/index.php/en/tenders-and-job-opportunities/job-calls>.  
The publication will be notified through the Official Gazette of the Italian Republic.

**Art. 16**  
**Final Provisions**

Concerning what is not expressly contained in the present Call for selection, the provisions envisaged by the aforementioned legislation as well as the laws in force on the matter, are applicable.

General Director  
Fabrizio Vecchi