

STAZIONE ZOOLOGICA ANTON DOHRN

Public Call for fixed-term contract of one (n. 1) position of Administration Officer – IV professional level based on examination of qualifications and interview. Selection no 5/2016.

The General Director of the Stazione Zoologica, Anton Dohrn,

... *omissis* ...

declares the opening of the following Call

Art. 1

Subject of the Call

A Public Call is opened for fixed-term contract of one (n. 1) position of Administration Officer – IV professional level to be allocated to the Human Resources Office. The selection is based on examination of titles, experiences and curriculum vitae and an interview.

According to Art. 104, comma 3 and Art. 678 comma 9 of the Legislative Decree 15/03/2010, n. 66, the place in the competition gives a priority to volunteer of the Army, but in case that no suitable candidates from this category are available, the place will be assigned to another candidate.

Art. 2

Requirements for admission

To be eligible for the Selection, the following requirements are needed:

- a) Italian nationality or citizenship of one of the EU member states. Family members of citizens of the EU member states can also apply, not having the citizenship of a Member State, with the right of residence or the right of permanent residence, as well as citizens of third countries who are holders of EU residence permit for long-term residents or who are holders of refugee status or subsidiary protection status.
- b) A degree in Jurisprudence, Business Economics, Administration Sciences or equivalent together with a declaration or certificate of equivalence to the Italian degree of “*Laurea Specialistica*” or “*Laurea Magistrale*” (Master Degree), or alternatively the statement that the “request for equivalence” has been asked and that the procedures for the evaluations are started. For further information about the procedure to participate in public competitions in Italy, visit <http://www.cimea.it/default.aspx?IDC=129>.
For the recognition of foreign degrees, for the participation in public competitions for positions in the Civil Service, please visit the following website: <http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>.
All documents must be provided to the Administration of the SZN prior to signing the contract for the position.
- c) Certified biennial experience in management of financial, contractual or remuneration activities, in the management of selection procedures and the preparation of administrative acts relating to personnel management;
- d) Knowledge of written and spoken English and of basic computer applications;
- e) To possess all civil and political rights;
- f) To be not dismissed or laid off from the public service.

Candidates of nationality other than Italian must meet the following requirements:

1. Enjoy civil and political rights in the country of origin or nationality;
2. Be in possession of all the other requirements for Italian citizens;

3. Adequate knowledge of spoken and written Italian.

The admission of the candidates to the competition is pending upon verification of the requirements listed above. The Stazione Zoologica Anton Dohrn may order the exclusion from the competition if some of such conditions are lacking. In this case, full communication will be given by letter.

The requirements must be fulfilled by the date of the deadline for the application.

The requirements referred to in point d) will be established by the Board of Examiners during the interview.

Art. 3

Submission of applications - Terms and conditions

The application for admission to the selection, duly signed, must be made on plain paper according to the attached (Encl. no. 1) and sent to Stazione Zoologica Anton Dohrn – Villa Comunale 80121 Napoli, no later than the thirtieth day following the date of publication of this selection in the Official Gazette of the Italian Republic - IV Special Series. This term, if falls in a festive day, shall be extended to the first day immediately after.

The application for admission to selection must be sent exclusively in one of the following forms:

- To the General Secretariat of the Stazione Zoologica Anton Dohrn during working hours. A receipt of acceptance will be issued.
- Registered mail A/R (with return receipt; it will be considered the date of postmark for certification of the submission within the deadline);
- Send to the following address of certified electronic mail (PEC): ufficio.protocollo@cert.szn.it (using certified address of the candidate, whenever possible). The validity of the transmission and reception of the certified electronic mail message is certified by the receipt of acceptance and of delivery, according to the current law. It is the applicant's responsibility to verify the delivery within the terms of the Call.

For applications sent by registered mail A/R (with return receipt), on the envelope, in addition to the surname, name and your address, it must be clearly stated the number of the selection for which you intend to compete for.

For applications sent via Certified Mail (PEC) you must indicate the reference to the contract **Selection n. 5/2016**.

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

- a) full name;
- b) date and place of birth;
- c) citizenship;
- d) 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;
- e) to have no prior criminal convictions and no legal pending proceedings or indicate any criminal convictions reported and pending prosecutions, specifying the details of the conviction or application of amnesty or judicial pardon and the title of the offense;
- f) possession of the qualifications specified in Article 2 point b);
- g) accomplish the conditions set out in Article 2 point c);
- h) good knowledge of English and basic computer applications;
- i) services provided by public administrations, if any, and/or the causes of termination of employment;

l) 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 on the basis of res judicata or not retired;

m) their residence and the full address to which notices concerning the selection should be sent or the personal address of email or certified electronic mail;

n) to have rights to enjoy of the reserve in favor of military volunteers of the Armed Forces, dismissed without demerit, according to art. 1014, comma 3 and art. 678, comma 9 of the Legislative Decree 15/03/2010, n. 66;

o) if the candidate belongs to a preferential or priority category.

EU candidates must declare to enjoy civil and political rights also in their country of origin, or the reasons for not enjoying such rights and have to declare the knowledge of Italian language.

The Stazione Zoologica Anton Dohrn does not assume any responsibility 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, nor assumes responsibility in case of problems in postal dispatch.

Art. 4

Exclusion from selection

Are excluded from participating in the selection the candidates with:

- Applications not signed by the candidate;
- Applications submitted after the deadline indicated in this announcement.
- Applications submitted in different way from what listed in Article 3.
- Lack of any of the requirements listed in Article 2 point a), b) and c).

Are excluded, also, the candidates who do not enjoy civil and political rights and those who have been banned from public office, or had been dismissed following the production of fake or vitiated documents.

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

Likewise, a candidate will be excluded from all rights, if reasons of exclusion are determined even after the completion of the selection; likewise the exclusion of the candidate can be determined if fake declarations are proved in the Applications or in the declarations given according to the Presidential Decree 445/2000.

Art. 5

Presentation of application and titles

To the application form must be attached the 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, such as date, protocol, role performed and the contribution of the candidate in the professional activity performed. In particular, the candidate will have to indicate:

1. Studies completed and qualifications;
2. The services provided, the role and functions performed, the positions held and their duration;
3. Specialisation and/or training courses carried out in public and / or private Institutes related to the topic of the Selection;

The curriculum vitae must be complete and duly signed by the candidate with a clearly legible signature, according to the attached form (Encl. n. 2). The curriculum must be accompanied by a photocopy of an identification document duly signed by the candidate.

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 Public Administration 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 control over the reliability of the affidavits.

Art. 6
Responsible of the procedure

The Responsible of the procedure in the present selection is Dr. Patrizia Varriale.

Art. 7
Examination Committee

The Commission will be nominated by the President of the Stazione Zoologica Anton Dohrn, and it is composed of three experts in topic covered by the selection.

Art. 8
Qualifications and interview

The Commission, before examining the documentation submitted by the candidates, adopts the criteria of evaluation.

For the evaluation of the qualifications and for the interview, the Committee will have at disposal a total of **90 points**, which will be sub-divided as follows:

- a) maximum score for Titles **30 points**;
- b) maximum score for the Interview **60 points**.

To pass the threshold and being admitted to the interview, the candidates must obtain at least **21** over **30** points.

The notice convening the interview with the indication of the marks obtained in the assessment of qualifications is given to the candidates at least 20 days before the date on which they have to support it, to the address provided by the candidate. The applicants must bring a valid identification document.

The interview will evaluate the scientific and professional skills of the candidate in relation to the position of the call, and will focus on professional knowledge and experience as indicated in art. 2 point c) and knowledge as in art. 2 point d).

The Commission will evaluate the knowledge of Italian of the non-Italian candidates.

To pass the threshold of the interview, the candidate must obtain a minimum score of **42** over **60** points and a sufficient judgment concerning English and basic computer applications knowledge; non-Italian candidates must have a sufficient judgment concerning Italian.

At the end of the session of the interview, the Commission draws up the list of candidates with an indication of the marks reported. The list, signed by the Chairman and Secretary of the Commission, is posted the same day of the conclusion of the examinations at the official board of the Stazione Zoologica Anton Dohrn.

Art. 9
Nomination of the winner

On completion of the examination, the Commission will make the order of merit determined by the sum of the marks obtained in the assessment of qualifications and interview examination.

The winner will be the candidate, usefully classified in order of merit, which benefits of the mandatory reserve according to art. 1014 comma 3 and art. 678 comma 9 of the Legislative Decree 15/03/2010, n. 66.

In absence of candidates belonging to the category entitled to the mandatory reserve, according to art. 1014 comma 3 and art. 678 comma 9 of Legislative Decree 15/03/2010, n. 66, the candidate usefully classified in order of merit, which achieves the highest final score, is nominated.

In case of equal merit of two or more candidates the set of criteria of preference defined in the Article 5 of the Decree of the President of the Italian Republic May 9, 1994, n. 487, will be applied.

The General Director of the Stazione Zoologica Anton Dohrn approves the list and the name of the winner after verification of the regularity of the procedure by the Responsible of the Procedure.

The list will be published on the website: www.szn.it.

Art. 10

Establishment and duration of the employment relationship

The individual employment contract for a fixed period will last one year, and can be extended to a total of three years after evaluation of the activity at the end of the first year. The employee with fixed-term contract will receive the initial remuneration of a permanent staff member of IV professional level, Administration Officer profile.

The winner of the selection who does not start the service within the prescribed time, unless prevented from so doing, loses the right employment with the Stazione Zoologica Anton Dohrn.

Art. 11

Privacy policy

Under the decree of the 30 of June 2003, n. 196, the personal data required of candidates will be collected and processed at the Stazione Zoologica Anton Dohrn - Office of Human Resources, exclusively for the purposes of managing the selection.

General Director
Dr. Vincenzo Saggiomo

Naples, May 19th, 2016