



**COLLABORATION POSITION FOR INTERNATIONAL SECRETARIAL SUPPORT -
CALL FOR APPLICATIONS**

**Ref: Resolution n. 90 on 28/02/2022 of Directorate General
Published on the Headquarter's register of Istituto Zooprofilattico Sperimentale dell'Abruzzo e
del Molise "G. Caporale" of Teramo (hereinafter also referred to as "IZSAM") on 28/02/2022**

Position	Collaboration position for International secretarial support
Purpose	
To provide secretarial support for the activities of the "ERFAN" project (project code "OIEERFAN19").	
Main activities	
<ul style="list-style-type: none"> - To prepare and manage work activities programmes; - To manage correspondence, even in foreign language; - To store paper and digital documents; - To organize staff travels, in Italy and abroad; - To produce English and French documents; - To organize on-line meeting and training events. 	
Admission requirements and reasons for exclusion	
<p>A1 Degree in Political Science, Communication Science, Foreign Languages and Literature, Economy and Commerce.</p> <p>A2 Excellent knowledge of English language; good knowledge of French language.</p> <p>A3 Not to be holders of enterprise's income (Commercial activities provided for in article n. 2195 of the Italian Civil Code).</p>	
Knowledge, skills and experience	
<ol style="list-style-type: none"> 1. Excellent knowledge of English language; 2. Good knowledge of French language; 3. Preferably basic knowledge of Arabic language; 4. Experience in interpreting and translating official documents; 5. Professional experience in the field of digital communication; 6. Professional experience in organising face-to-face and online events; 7. Professional experience in managing secretarial activities 8. Interpersonal skills and ability to teamwork; 9. Ability to work independently and problem solving skills; 	
Application	
Applications, received by the deadline and considered eligible according to the provisions of this notice, will be evaluated, in response to specific needs of IZSAM in relation to existing projects/programs, by Commission suitably designed. The Commission will carry out a comparative evaluation of the candidate curricula.	

The Commission will have 20 points, which may be assigned according to the following criteria:

Object	Evaluation criteria	Maximum score
A) Degrees	Qualification level	6
B) Skills - Knowledge of foreign languages - Computer skills	Qualification level	4
C) Publications (only publication related to the specific sector of interest in national and international journals will be evaluated).		
D) Professional experiences related to the reference sector	Qualification level	10

Detailed scoring table

Titles	Score	Maximum 6
Degree	From 105 to 109 = 2 From 110 = 3	3
Master's Degree	0,5 points if relevant to the interest area	0,5
University Specialisation	1 point if relevant to the interest area 0,5 points if not relevant to the interest area	1
PhD	1,5 points if relevant to the interest area 1 point if not relevant to the interest area	1,5
Skills	Score	Maximum 4
English Language Certificated	1 (minimum C1)	1
French Language Certificated	1 (minimum B2)	1
Publications		
Publications relevant to the specific interest area (No conference proceedings, monographs or other documents not published in scientific journals can be evaluated)	0,5 points for each publication in magazines with impact factor; 0,2 points for each publication in magazines without impact factor;	2
D) Professional and training experiences related to the profile	Score	Maximum 10
Volunteering/internship/stage relevant to the specific interest area.	0,05 per month 15 days = 0 15+1 days = 1 month	1
Research grants, Scholarships , Collaboration assignments, study, consulting, loans with a fixed-term and open-ended contract relevant to the specific interest area.	0,1 per month 15 days = 0 15+1 days = 1 month	9

The duration of assignments and experiences must be specified indicating the start-date and the end-date. The related activities must be fully described in the reference field, under penalty of non-evaluation for the purpose of scoring.

The admission requirements will not be evaluated for the score assignment.

The comparative evaluation of applications may be supplemented by an oral examination, if requested by the appointed Commission, in order to ascertain knowledges and skills necessary for the assignment.

The oral examination can be carried out – according to the Commission – at distance.

The Commission will have 30 points for the oral examination, and the candidate must obtain an assessment equal to/higher than 21/30 to obtain an eligibility evaluation.

Without oral examination, the ranking will be only based on qualifications.

Terms and conditions

All the information relating to this notice, will be published in the section of the IZSAM website (www.izs.it) in the open positions section: the submission of applications is equivalent to the full and unconditional acceptance of this communication.

The ranking will be prepared by the commission according to the decreasing scores resulting from the overall evaluation of each candidate.

The aforementioned list will be published in the IZSAM website area (<https://www.izs.it/IZS/Trasparenza/Concorsi>) dedicated to open positions, and it will be valid for a period of 24 months.

Any additional detail or change to the applications cannot be made by the candidates included in the ranking.

The collaboration assignment will be conferred for a duration of one year, possibly renewable, and the candidate have to sign a declaration pursuant to art. 53 c. 14 of D. Lgs. N. 165/2001 concerning the non-existence of conflicts of interests, even potential.

In relation to needs of the reference project/program, the collaborator may also be employed to perform activities related to the project/program also out of the national territory.

The gross compensation for the assignment (including the fees charged to employee and IZSAM) is quantified on annual basis in € 26.000,00, to be re-proportioned in relation to the actual duration of the collaboration. The remuneration due will be paid to the employee according to the deadline established in relation to the reference project/program.

The payment is subject to the certification by the competent reference manager on the performance of the activities carried out and the achievement of the expected results.

The contract will define each aspect of legal, economic, fiscal and social security nature. It will also contain the specification according to which the relative services cannot be “exclusively personal” and will also be carried out by the person without the obligation of exclusivity and without any obligation of subordination towards IZSAM, in relation to the needs of projects/programs of interest and in connection with the manager for the purpose of verifying the activities and the expected results.

Services, also with regard to times and places of work, will be directly managed by the collaborator, considering the needs of the program or project he/she will be involved.

The interruption of the contract and the subsequent renunciation, will cause the automatic removal of the candidate from the ranking list and could not be included in the same list, unless he/she will participate in a new public notice concerning the same professional profile.

Terms for applications

The application should be submitted by filling in the format attached to this notice **by 18/03/2022**. The request, paper based with the words “Collaboration position for international secretarial support – Call for applications” shall be sent through a registered letter with return receipt. Applications will be considered valid only if submitted to the following address: Istituto Zooprofilattico Sperimentale dell’Abruzzo e del Molise G. Caporale – Via Campo Boario – 64100 Teramo, within the deadline.

For this purpose, the date of dispatch shall be proved by the postmark of the post-office or courier company. Anyway, applications received later than ten days from the deadline will not be considered.

The application shall include, under penalty of exclusion:

- Curriculum vitae detailed, dated and signed;
- Copy of a valid identity document.

Incomplete or unclear applications will be rejected automatically. Failure to meet the requirements A1, A2 and A3 shall cause the exclusion of the candidate from the selection. IZSAM reserves the right to revoke the selection referred to this notice, with reasoned measures, if the public interest requires it.

IZSAM has the right to verify the correctness of statements of applicants' declarations under the art. 46 and art. 47 of the DPR (Presidential decree) n° 445/2000. In case of false declaration, without prejudice to criminal penalties provided in the art. 76 of the DPR 445/2000, the applicant loses any benefit resulting from the measure adopted on the basis of false statement.

Personal data will be processed in compliance with Legislative Decree n. 196/03 and EU Regulation 2016/679 (GDPR) on the subject of personal data protection. The submission of the application by the candidate implies the knowledge of attached privacy information.

Any further clarification could be required to the competent Human Resource Unit in Teramo, via Campo Boario, from 9.00 am to 1.00 pm every weekday.

DIRECTOR GENERAL

Dott. Nicola D'Alterio



ISTITUTO ZOOFILATTICO SPERIMENTALE DELL'ABRUZZO E DEL
MOLISE **G. CAPORALE**
TERAMO

Information notice on the processing of personal data for the participants in selective procedures for the staff recruitment

Under Article 13 of Legislative Decree No 196/2003 and Articles 13 and 14 of Regulation (EU) 2016/679, this factsheet describes the personal data processing terms referring to those who participate in the selective procedures for the staff recruitment of the Istituto Zooprofilattico Sperimentale dell'Abruzzo e del Molise "G. Caporale" ("Istitute" from now on).

1. The identity and the contact details of the data controller

The data controller is the Institute, in the person of its legal pro-tempore representative, located in Teramo (I), Campo Boario, 64100, segreteria@izs.it, protocollo@pec.izs.it, +39 08613321.

2. Subject matter of the processing

The processing concerns the personal data of the participants taking part in selective procedures for the staff recruitment, requested or communicated to the Institute exclusively for the reasons set out below.

3. Purpose of the processing and legal basis

Personal data collected will be processed for the purposes mentioned below:

a) Pursuit of a legitimate interest by the Institute (ref. art. 6 par. 1, lett. F) – Regulation).

The provision of such data to the Institute by the interested parties is mandatory for the purposes of participation in the selective procedure.

Therefore, any refusal to provide them, in whole or in part, will prevent the Institute from the execution of the selective procedure and from the appropriate fulfilment of all the related requirements.

On the occasion of such data processing, the Institute may become aware of special categories of personal data (so called "sensitive and criminal data"), which might reveal, for example, the state of health. These data are processed in compliance with the guarantees provided for by the legislation (art. 9 of the Regulation) and according to the general authorisations approved by the Control Authority.

If the Data Controller intends to further process the personal data for a different purpose than the one for which data were collected, before such processing, it shall provide information regarding such different purposes and any other relevant information to the interested party.

4. Transfer and dissemination of data to third parties

The collected personal data will be subject to transfer and/or dissemination to third parties exclusively for the purposes referred to in point 3.

5. Processing terms

Data will be processed according to the principles of accuracy, lawfulness, transparency and protection of confidentiality and of the rights that the legislation recognises to the interested party.

Personal data collected for the above-mentioned purposes will be processed both electronically on digital medium using the specific information systems and manually on analogue medium.

In any case, the processing is made exclusively by personnel in charge. Such processing involves collection, recording, organisation, structuring, retention, adaptation or modification, extraction, consultation, use, comparison and interconnection, restriction, erasure and destruction.

6. Location of processing

Data are processed and archived both on paper or on dedicated servers located at the IZSAM headquarters and in any of the field offices of the Institute, even if temporary and belonging to other subjects.

Data can be also processed, on behalf of the Institute, by external professional figures and/or by subjects involved in technical, developmental, managerial and accounting-administrative activities for the above-mentioned purposes. These figures are appointed as data processors.

7. Terms and retention period

All data collected will be retained on both analogue and/or digital media, in accordance with the retention rules about the accounting and administrative documentation.

8. Rights of interested parties

At any time interested parties have the right to ask the data controller for accessing their personal data, confirming such data exist, being aware of the content, the origin and the processing terms (art.15 of the Regulation), requesting the rectification (art.16 of the Regulation), the erasure (art.17 of the Regulation), the restriction (art. 18 of the Regulation), the notification (art. 19 of the Regulation) and the portability (art. 20 of the Regulation)

9. Right to object

The interested parties, at any time and for reasons connected with their particular situation, have the right to object (ref. Art. 21 Regulation) to the processing of their personal data, in compliance with art. 6 par. 1 lett. F) of Regulation.

10. Right to lodge a complaint

The interested parties who consider that their personal data have been processed in breach of what is foreseen by the Regulation and of the Code, have the right to lodge a complaint to the Data Protection Supervisor or to start judicial proceedings. For any further information on the applicable legislation in the field of protection of personal data, please visit the website of the Control Authority (www.garanteprivacy.it).

11. Data Protection Officer (DPO)

For any clarification or information, the interested party can contact the Data Protection Officer of the Institute (dpo@izs.it, dpo@pec.izs.it, +39 0861 3321).