



## JOB DESCRIPTION

**Ref: Legal Representative deliberation n. 15 dated January 9, 2012.**

Published in the register of the Istituto "G. Caporale" in Teramo headquarters on January 16, 2012.

<b>Job title</b>	International Food Safety Veterinary Expert ( <b>AREA 1</b> ); International Animal Welfare Veterinary Expert ( <b>AREA 2</b> ).
<b>Division</b>	National and International Projects Department at Istituto "G. Caporale" in Teramo – Italy.

<b>Job purpose</b>	To provide technical support in the implementation of International projects in the veterinary field, namely in food safety and animal welfare areas.
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	<b>Main Duties and Responsibilities</b>
1	To provide technical support in the implementation of International projects in the veterinary field, namely in the food safety and animal welfare areas.
2	To carry out missions in the framework of International projects (Technical assistance, EU Twinning, Europe Aid and others) implemented by the Istituto "G. Caporale" in the veterinary field.
3	To draft technical and financial reports according to the requirements.
4	To assist the Head of the National and International Project Department in monitoring Projects implemented by the Istituto "G. Caporale" at International level.
5	To assist the Head of the National and International Project Department in developing standard operational procedures and guidelines.
6	To support the training activities carried out by the National and International Project Department.
7	To provide scientific and technical support to other Laboratories of the Institute, according to the instructions of the Head of the National and International Projects Department.
8	To assist the Head of the National and International Project Department in managerial and administrative tasks.

<b>Knowledge, qualifications, skills and experience</b>
<p><b>Main Knowledge/Qualifications:</b></p> <p>A1 A level of education, which corresponds to completed university studies attested by a veterinary science degree, (47/S, LM/42), taken in Italy (or in a country where an equivalence agreement for the study qualification admission is also in force with Italy) or recognized equivalent to the Italian title: (<a href="http://www.miur.it/0002Univer/0052Cooper/0069Titoli/0359II_ric/index_cf2.htm">http://www.miur.it/0002Univer/0052Cooper/0069Titoli/0359II_ric/index_cf2.htm</a>).</p> <p>A2 Post-graduate degree - Ph.D. or equivalent doctoral degree in a scientific area, which is directly relevant to the requested job. (specify the area of the aforesaid titles).</p> <p>A3 At least three (3) years of relevant and proven professional experience in the veterinarian field, namely on food safety and/or animal welfare, in technical assistance to accession countries /New MS / Third Countries.</p> <p>A4 Excellent knowledge of written and spoken English language.</p> <p>A5 Computer literacy</p>

A6 Good knowledge and understanding of a substantial part of the EU <i>Acquis</i> in the veterinarian field, in food safety and/or animal welfare areas.
<p><b>Skills Essential:</b></p> <p>B1 Interpersonal skills, preferably developed in multicultural international environment.</p> <p>B2 Good project management, coordination and organization skills.</p> <p>B3 Organizational, administrative and problem-solving skills.</p> <p>B4 Ability to work in a collegiate system.</p> <p>B5 Excellent presentation skills.</p> <p>B6 Ability in drafting reports.</p>
<p><b>Experience - Essential:</b></p> <p>C1 Practical experience in international projects implementation in food safety and animal welfare areas.</p> <p>C2 Experience in programme planning, monitoring and reporting at international level.</p> <p>C3 Multidisciplinary experience acquired in an international framework.</p> <p>C4 Experience in budget control and financial management.</p> <p>C5 Sound background in drafting and implementing policies and regulations in the relevant fields.</p> <p>C6 Experience in planning and delivering training courses in food safety and/or animal welfare areas.</p> <p><b>Experience - Advantage:</b></p> <p>The following points will be considered an advantage:</p> <ul style="list-style-type: none"> <li>• experience in working in the veterinarian field in a Member State competent authority;</li> <li>• experience in legal harmonization in candidate countries and/or in Member States, in food safety and/or animal welfare areas;</li> <li>• sound knowledge of the situation in Accession and/or Stabilization and Association Countries in the aforesaid areas.</li> </ul>

<b>Job Features</b>
<p><b>Planning and Organizing</b></p> <ul style="list-style-type: none"> <li>• To plan, organize and carry out missions in the framework of International projects implemented by the Istituto "G. Caporale" in those veterinary areas;</li> <li>• To assist the Head of the National and International Project Department in monitoring Projects implemented by the Istituto "G. Caporale" at International level;</li> <li>• To assist the Head of the National and International Project Department in managerial and administrative tasks;</li> </ul>
<p><b>Decision Making</b></p> <ul style="list-style-type: none"> <li>• Decide how best to apply methodologies and techniques to perform aims of projects implemented at International level.</li> </ul>
<p><b>Internal/External Relationships</b></p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> <li>• Head of the National and International Project Department for exchange of information and advice to ensure objectives are met;</li> <li>• Staff of the National and International Project Department to exchange information to ensure efficient working;</li> <li>• Personnel of the Institute for multidisciplinary collaboration in the framework of international projects.</li> </ul> <p><i>External:</i></p> <ul style="list-style-type: none"> <li>• National veterinary public and private bodies for information exchange and consultancy as appropriate;</li> <li>• International Institutions for cooperation within projects and consultancy as appropriate.</li> </ul>
<p><b>Problem Solving</b></p> <ul style="list-style-type: none"> <li>• To solve technical problems arising in the implementation of International projects in those veterinary areas.</li> </ul>

### Candidates evaluation

The applications received before the deadline and eligible according to the provisions of this notice will be evaluated by a Commission specially appointed to deal with the comparative assessment of candidates' curricula . The commission will allocate 20 points with reference to the following elements:

<i>Subject</i>	<i>Evaluation criteria</i>	<i>Highest score</i>
Degrees	Level of qualification	10
Experience in the area of specific interest (1 and 2)	Level of consistency with activities to be undertaken and level of experience claimed.	10

The curricula evaluation can be supplemented, if the Commission deems it appropriate, to investigate the degree of skill and experience of candidates, with a job interview to applicants with more significant curricula related to the specific activities to be carried out. A job interview for those candidates, which have got the most significant qualifications in relation to the specific activity, which should be performed. For the evaluation of the interview, the Committee will have got 20 (twenty) further points.

### Terms and conditions

This public notice is open in order to draw up two lists of professionals in the aforesaid areas (1 and 2). The lists will be valid for the period March 2012 – December 2013. The lists will be updated every six months, and application can therefore be sent to Istituto "G. Caporale" at any time.

On the basis of the needs of the Istituto "G. Caporale", Professionals included in the above mentioned lists could be asked, according to the projects implemented by Istituto "G. Caporale", to collaborate in the accomplishment of specific projects' activities. In case an agreement will be reached between ICT and the Professional, a contract will be prepared and subscribed, regulating the duration, legal, economic, fiscal and social security aspects. The contract will also contain the express provision that the job will be carried out by the appointee without any subordination commitment towards the Institute.

Furthermore, the contract will expressly specify that the person in charge will execute her/his professional performances towards this Institute, without any exclusivity obligation.

The Professional will report to the Director of the Institute and to the Head of National and International Projects Department.

### Method of application

Participants application to this call, drawn on plain paper in Italian or English according to the annexed form and signed by the candidate, must be sent by express courier - penalty of exclusion, **no later than February 20, 2012** – to the Director of the Istituto "G. Caporale", Campo Boario, 64100 Teramo Italy. The dispatching date is certified by the shipping notice of the courier. The application shall be accompanied, penalty of exclusion, by a detailed curriculum drawn on plain paper according to Europass form (<http://europass.cedefop.europa.eu/europass/>) dated and signed, and the photocopy of a valid identity document. Applicants failing to meet the requirements of the application for admission will be excluded from participation in this notice. Applications without CV will not be accepted. In compliance with the D.Lgs. n. 196 of 30 June 2003 - "Code for the protection of personal data" the personal data provided by the candidates will be collected and processed only with the purposes of the selection management procedure, and in accordance with the terms of the current legislation.

All the communications related to this notice will be made by e-mail to the relative address, which was indicated on the application form.

For any further information, please do not hesitate to contact the Istituto "G. Caporale" – Human Resources Department, Campo Boario – 64100 Teramo-Italy, by email at [CONCorsi@izs.it](mailto:CONCorsi@izs.it) or calling the following phone number +39-0861-332215 (218) from 9 a.m. to 1.00 p.m. in every working day.

## CALL FOR THE DRAFTING OF TWO LISTS OF EXPERTS APPLICATION FORM

Al Direttore dell'Istituto "G. Caporale" di  
Teramo Via Campo Boario,  
64100 TERAMO

[Please print all the requested information except signature]

I, the undersigned ....., ask to be placed on the following list(s)

- International Food Safety Veterinary Experts (**AREA 1**);
- International Animal Welfare Veterinary Experts (**AREA 2**)

### PERSONAL INFORMATION:

Name..... Middle name..... Surname..... Maiden name.....  
born in ..... on.....;  
nationality .....

Present address:

street.....n° .....  
post code..... city.....  
province/region..... country.....  
telephone..... **e-mail**.....  
address.....;

### I DECLARE:

- 1 the eligibility for the position at the Istituto "G. Caporale";
- 2 the knowledge of written and spoken English language at the following level  
(according to the Common European Framework of Reference for Languages):

UNDERSTANDING	Listening .....	Reading .....
SPEAKING	Spoken Interaction .....	Spoken Production .....
WRITING	Writing .....	

- 3 the knowledge of other following foreign languages (according to the Common European Framework of Reference for Languages):

Language:

UNDERSTANDING	Listening .....	Reading .....
SPEAKING	Spoken Interaction .....	Spoken Production .....
WRITING	Writing .....	

Language: .....

UNDERSTANDING	Listening .....	Reading .....
SPEAKING	Spoken Interaction .....	Spoken Production .....
WRITING	Writing .....	

Language: .....

UNDERSTANDING	Listening .....	Reading .....
SPEAKING	Spoken Interaction .....	Spoken Production .....
WRITING	Writing .....	

4. I have never been convicted for a crime [ ] or I have been convicted for a crime [ ] Please check If convicted, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

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**ACADEMIC QUALIFICATIONS:**

[Please supply a copy of your academic transcripts and certificates]

DEGREE	START-END DATES	INSTITUTION ATTENDED	SUBJECT STUDIED	CLASS OR GRADE AWARDED	TITLE OF DISSERTATION
FIRST DEGREE					
HIGHER DEGREES					

[CRITICAL INFORMATION CONCERNS THE FIRST DEGREE AND THE PhD OR EQUIVALENT]

**RELEVANT EMPLOYMENT OR WORK EXPERIENCE**

Current employment organization and dates	Job title & brief description of duties
Previous relevant employment organizations and dates	Job title & brief description of duties


[Please complete even though a CV is enclosed.]

**SCIENTIFIC PRODUCTION:**

List of Publications:

Other information: (driving license, social, organizational and technical skills and competences, etc.) .....

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Applicants are notified that, according to the Italian Law D. Lgs 196/2003 Art. 13 (Personal data protection code), all personal data provided will only be processed for the institutional purposes of Istituto “G. Caporale”.

**Enclosures:**

Attach a list of enclosures.

[At least a Curriculum vitae; a copy of a valid identity document and copy of academic transcripts and certificates are to be enclosed]

Date..... Signature .....