



## JOB DESCRIPTION

**Ref: Legal Representative deliberation n. 266 dated May 4, 2011**

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<b>Job title</b>	Veterinarian, Expert in the Food Safety Area
<b>Division</b>	Project and Participations Department

<b>Job purpose</b>
To provide technical support in the implementation of International projects in the veterinary field, namely in the food safety sector

	<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 sector
2	To carry out missions in the framework of International projects (Technical assistance, Twinning 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 Project and Participations Department in monitoring Projects implemented by the Istituto "G. Caporale" at International level
5	To assist the Head of the Project and Participations Department in developing standard operational procedures and guidelines
6	To support the training activities carried out by the Project and Participations Dept.
7	To provide scientific and technical support to other Laboratories of the Institute, according to the instructions of the Head of the Project and Participations Department
8	To assist the Head of the Project and Participations Department in managerial and administrative tasks

<b>Knowledge, qualifications, skills and experience</b>
<p><b>Knowledge/Qualifications</b></p> <p><b>Essential:</b></p> <p>A1 A level of education which corresponds to completed university studies attested by a diploma of veterinary sciences obtained in Italy (or in a country where an equivalence agreement for the study qualification admission is in force with Italy) or recognized equivalent to the Italian title.</p> <p>A2 Post-graduate degree - Ph.D. or equivalent doctoral degree in a scientific area that is directly relevant to the job.</p> <p>A3 At least three (3) years of relevant and proven professional experience in the veterinarian field, namely on food safety, 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> <p>A6 Good knowledge and understanding of a substantial part of the EU Acquis in the veterinarian field and in food safety.</p>

**Skills Essential:**

- B1 Interpersonal skills, preferably developed in multicultural international environment.  
 B2 Good project management, coordination and organization skills.  
 B3 Organizational, administrative and problem-solving skills.  
 B4 Ability to work in a collegiate system.  
 B5 Excellent presentation skills.  
 B6 Ability in drafting reports.

**Experience****Essential:**

- C1 Practical experience in international projects implementation in the field of food safety.  
 C2 Experience in programme planning, monitoring and reporting at international level.  
 C3 Multidisciplinary experience acquired in an international framework.  
 C4 Experience in budget control and financial management.  
 C5 Sound background in drafting and implementing policies and regulations in the relevant field.  
 C6 Experience in planning and delivering training courses in the food safety field.

**Experience****Advantage:**

The following will be considered an advantage:

- experience in working in the veterinarian field in an MS competent authority;
- experience in legal harmonisation in candidate countries and/or in Member States;
- sound knowledge of the situation in Accession and/or Stabilisation and Association Countries in the related field.

**Job Features****Planning and Organising**

- To plan, organise and carry out missions in the framework of International projects implemented by the Istituto "G. Caporale" in the veterinary field.
- To assist the Head of the Project and Participations Department in monitoring Projects implemented by the Istituto "G. Caporale" at International level.
- To assist the Head of the Project and Participations Dept in managerial and administrative tasks.
- Active proposing of new opportunities in the International cooperation.

**Decision Making**

- Decide how best to apply methodologies and techniques to fulfil aims of projects implemented at International level

**Internal/External Relationships *Internal:***

- Heads of the Project and Participations Department for exchange of information and advice to ensure objectives are met.
- Members of the Project and Participations Department to exchange information to ensure efficient working.
- Personnel of the Institute for multidisciplinary collaboration in the framework of international projects.

**External:**

- National veterinary bodies for information exchange and consultancy as appropriate.
- International Institutions for cooperation within projects and consultancy as appropriate.

**Problem Solving**

- To solve technical problems arising in the implementation of International projects in the veterinary field

**Candidates evaluation**

The applications received before the deadline and eligible according to the provisions of this notice will be submitted, in the presence of specific needs of activities related to different structures, to a Commission specially appointed to arrange for 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
Training and working experience	Level of qualification	10

The Commission will also have additional marks to be assigned to candidates from time to time, according to the parameters listed below, with reference to the nature and type of specific tasks to be undertaken within the employing structure:

Experience in the area of specific interest	Level of consistency with activities to be undertaken and level of experience claimed.	10
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The curricula evaluation can be supplemented, if the Commission deems it appropriate to investigate the degree of skill and experience of candidates, with an interview to applicants with more meaningful curricula in relation to specific activities to be carried out within the employing structure.

#### **Terms and conditions**

Selected candidate/s will be offered a 12 months contract, renewable. The contract will contain the discipline of the assignment which will be given in response to this call.

The basic annual gross salary amounts from a minimum of € 60.000,00 to a maximum of € 70.000,00 depending on the number years of proven experience in the field of interest.

By signing the contract of employment the selected candidate will accept the economic conditions of employment without reservations. The salary is subject to Italian taxes deducted at source and the selected candidate is exempt from national taxation.

Its funding will be provided by projects under which the appointee will be required to operate. The contract also defines every legal, economic, fiscal and social security aspects, and will also contain the express provision that the relative performance of a purely personal nature, 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 person in charge will report to the Director of the Institute, to the Head of Projects and participations Department and will periodically refer the results to the Institute management, in order to make possible the coordination between the offered performances and the specific goals pursued.

The candidate, whom the professional task will be assigned to, as result to this call, will start her/his activity at the date established by the Institute.

#### **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 June 7, 2011** - to the Director of the Istituto "G. Caporale", via Campo Boario, 64100 Teramo. The dispatching date is certified by the stamp and date 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 on the management of the tasks that will be assigned on the basis of the list determined as result of this notice.

**Any notifications, concerning this notice, included the invitation to the interview, will be made by**

**publishing it on the specific session "concorsi" on the web site [www.izs.it](http://www.izs.it) or by sending any information to the e-mail address written on the application form: exhibiting this application will be equivalent to accepting the way of communication as stated above.**

For any further information and for the collection of a copy of this notice, please contact Istituto "G. Caporale" – Human Resources, Campo Boario – 64100 Teramo by email ([concorsi@izs.it](mailto:concorsi@izs.it)).

**CALL FOR APPLICATION FOR THE POSITION OF A VETERINARIAN  
EXPERT IN THE FOOD SAFETY AREA AT THE PROJECTS AND  
PARTICIPATIONS DEPARTMENT  
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 in the assignment list for the position of a veterinarian at the .....

**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 <sup>1</sup>					
HIGHER DEGREES					

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

**RELEVANT EMPLOYMENT OR WORK EXPERIENCE**

[You need at least three years of relevant and proven professional experience in veterinary field gained at international level]

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

<sup>1</sup> A level of education which corresponds to completed university studies attested by a diploma in the field of veterinary sciences obtained in Italy (or in a country where an equivalence agreement for the study qualification admission is in force with Italy) or recognized equivalent to the Italian title.

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

[Please complete even if 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 .....