

This is an English courtesy translation of the original documentation prepared in Italian language.

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

STAZIONE ZOOLOGICA ANTON DOHRN

SELECTION N. 7/2023

PUBLIC SELECTION FOR RECRUITMENT BY TITLES AND EXAMINATION OF THREE TECHNICAL FIXED TERM POSITION (AQUARISTS) - VI PROFESSIONAL LEVEL - BASED AT THE STAZIONE ZOOLOGICA ANTON DOHRN IN FANO FINANCED BY PNRR

The General Director,

... *omissis* ...

Declares

Art. 1

Subject of the Call for Selection

Stazione zoologica Anton Dohrn is opening a public tender for with 1 year contract renewable based on evaluation of titles and qualifications, exams and interview for the recruitment 3 Technical Research Collaborators - VI professional level as Aquarist position with proven knowledge and experience in aquarium management of marine fish and invertebrates and educaione/dissemination activities to develop Third mission activities at the new Aquarium of the FANO MARINE CENTER, within the project National Biodiversity Future Center”, SPOKE 7 funded by PNRR.

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) Diving certification by a recognized organization (Rescue or higher qualification is preferred).
- d) English language
- e) to have no criminal convictions that prevent, in accordance with the current provisions, the establishment of an employment contract with Public Administrations in Italy;
- f) to be not dismissed or laid off from the public service;
- g) to possess all civil and political rights in the country of origin;

- h) regular position with regard to military service for Italian citizens who are subject to it.

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.

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

- Consolidated experience in a public aquarium or zoo as aquarist, zookeeper or trainee or equivalent experience.
- Knowledge of Marine biodiversity (fish and invertebrates and species-specific husbandry requirements in a controlled environment.
- Knowledge of criteria to guarantees animal welfare to the marine fauna
- Technical skills in the management of water quality and the Life-support systems of open, semi-open and closed systems
- propensity for problem solving
- Ability to outreach and disseminate knowledge and scientific issues related to marine biodiversity to the public.
- Ability to create synergy between facilities that manage threatened species in a controlled environment by consolidating networking for the dissemination of biodiversity conservation and protection 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.

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

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.

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 1.00pm. 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, indicated in art. 14 of the present Call, from Monday to Friday, 9.30 am - 1 pm GMT +1.

In their application, the candidates must declare, under their own responsibility 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;
- secondary school qualification;
- 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: written and spoken
- 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;
- Basic 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 (for Italian Candidates) or recruitment@szn.it (for EU candidates) in order to verify that the application has been registered.

In case of real need, the submission might be reopened for integrations or modifications (only prior to submission closing date) by sending a request through the platform to the RUP. This can occur only during working days between 7.30 am and 4.30 pm.

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), h)**

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 of 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.

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 Commission 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 on 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 one or more of the following cases:

- a. the Member of the Commission does not share professional or private interests with any candidate;
 - b. the member of the commission did not cooperate with a significant part of the publications of 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. In case of further delay the Commission will have to justify the reasons for it.

**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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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 candidate must possess the qualifications on the expiry date, before the closing 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 following qualifications will be considered as preferential criteria:

- a) other qualifications held and professional qualification;
- b) activities carried out related to the subject of the selection with a fixed-term contract and/or coordinated and continuous collaboration contracts, or with other contractual forms (research fellowships or grants, consultancies, members of cooperatives, associations, foundations, etc.) at research institutions or other public or private structures;
- c) specialization courses and diplomas, activities, experiences, conferences or refresher courses and training, which the commission will evaluate in relation to the number of

training days and/or hours carried out and certified in which the candidate has participated.

d) knowledge of another language in addition to Italian and/or English.

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 will have notification value.

The communication of the date, time and venue of the interview is made at least twenty days before the date of the test by means of publication on the institutional website of the Anton Dohrn Zoological Station at the address:

<http://www.szn.it/index.php/it/bandi-e-concorsi/bandi-di-concorso>

This publication will have notification value.

Art. 8 Evaluations

The examining commission will have a total of **60 points** for the evaluation of the interview. The completion of the oral exam will also be possible electronically.

The interview, aimed at verifying the possession of the required qualifications in relation to the position to be filled, will focus on general technical aspects, as well as on the candidate's curriculum vitae. The interview is also aimed at ascertaining the knowledge of the English language and basic computer applications.

The oral exam is passed by candidates who report a score of no less than 42/60 and at least a sufficient judgment regarding the knowledge of the English language and basic IT applications.

To be admitted to the exams, candidates must present a valid personal identity document. Candidates who do not show up to take the exams on the days set forfeit any right to participate.

At the end of each session relating to the interview, the Commission draws up a list of candidates with an indication of the vote obtained by each one in this test, a list which, signed by the President and the Secretary of the Commission, is posted on the Register on the same day of the Anton Dohrn Zoological Station.

At the end of the work, the Commission draws up the merit ranking and indicates the winners, in the persons of the candidates who have achieved the highest final score given by the sum of the scores achieved in the evaluation of qualifications and in the interview.

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, 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.

Art. 10

Legality of the acts

Approval of the ranking and nomination of the winners

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. 40% of the places in the competition are reserved for female personnel in compliance with the provisions of article 47 of Legislative Decree 31 May 2021, no. 77 converted into law 29 July 2021, n. 108 containing "Equal opportunities, generational and gender, in public contracts PNRR and PNC" and, in particular, of what is specifically required by Article 7 of the Public Notice for the presentation of intervention Proposals for the creation and strengthening of "innovation ecosystems", building "territorial R&D leaders" - Innovation ecosystems - under the National Recovery and Resilience Plan, Mission 4 Education and research - Component 2 From research to business - Investment 1.5, funded by the European Union - NextGenerationEU issued by the MUR, Directorate General for Research, with Directorial Decree 16 December 2021, n. 3138, modified with Directorial Decree 18 December 2021, n. 3175".

If in the merit ranking a female candidate is found to be suitable, even if not classified among the top three positions, this will still be placed among the top three positions useful for the purposes of the competition, up to the indicated threshold, to the detriment of the gender candidate male usefully placed among the first three positions in the ranking that will lose the acquired position.

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 1 year renewable fixed term contract of Technicians - VI professional level, and will receive the remuneration set in the National Collective Labour Agreement for Research and Experimentation Institutes. The
2. The winners of the selection, who does not start the service within the prescribed time, if not differently agreed or unless prevented from so doing, loses the right to the recruitment.
3. The costs for this selection process will be covered by the project "*National Biodiversity Future Center*", SPOKE 7 funding: PNRR.

4. 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.
5. 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 and by applying the rules described in the Regolamento Unico di Accesso dell'Ente at the address:
http://www.szn.it/images/Norme_e_Regolamenti/07_14/Regolamento_Unico_di_Acce_sso_14.06.2021.pdf.
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 - PEC: 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
Massimo Ferdinando Cavaliere

Naples, June 20, 2023