

GENERAL ADMINISTRATIVE OFFICE

CODE "ITA/SLO C" – Notice of public selection based on qualifications and interview for temporary full time employment of two work units under category C - economic position 1, profile: economic and administrative assistant - to be assigned to the staff of the Joint Secretariat of the INTERREG V-A Italy-Slovenia 2014-2020 Programme.

Given that,

the Regional Administration, according to November 27, 2015, Decision of the Regional Government n° 351, approving the Annual Programme for Labour Requirements of the Regional Administration in 2015, as modified by December 22, 2015, Decision of the Regional Government n° 2584, and in line with laws ensuring gender equality and equal opportunities for access to employment and treatment in employment, intends to employ two work units within category C, economic position 1, profile: economic and administrative assistant, with a temporary full-time contract, to be assigned to the staff of the Joint Secretariat of Interreg V-A Italy-Slovenia 2014/2020 Cooperation Programme, for carrying out functions and duties provided for in annex A), which is integral part of this Notice.

The duration of the contract shall be of three years, with possibility of extensions according to legal provisions in force on the matter.

Legal status and economic provisions are ruled by the Regional Collective Agreements regarding regional and local public employment of non-managerial staff in Friuli Venezia Giulia in force. According to the current Regional Collective Agreement, basic gross salary for employees under category D, economic position 1, amounts to annual € 22.213,63 plus, eventually, any other allowances in line with legal provisions or with Collective Agreement. The overall economic treatment is calculated taking into account the real duration of the professional activity provided.

1) ELEGIBILITY CRITERIA FOR ADMISSION

All candidates to this selection procedure must meet all the general eligibility criteria legally in force on the matter and namely foreseen by the Decree of the President of the Region n° 0143/Pres dated May 23, 2007 providing the Regulation for access regional employment, and listed below.

Candidates must meet the general eligibility criteria both at the moment of the deadline for application to this procedure and at the date of signing the individual contract of employment.

a) candidates must:

- be Italian citizens. Italian nationals who do not belong to the Italian Republic are considered as Italian citizens;
- be citizens of a European Union Member States or his/her relative who, in spite of no citizenship of a Member State have a regular residency permit or a permanent residency permit in a Member State;
- be citizens of a non-European Union Member States holder of a EU long-sojourn permit;
- be holder of a refugee status or of a subsidiary protection status.

Citizens of other European Union Member States and other persons as described in article 38 of the Legislative Decree n. 165/2001 must meet all the requirements provided for Italian citizens, with the exception of the Italian citizenship;

b) not be under eighteen years of age or older than the age currently legally foreseen for being entitled to an old-age pension treatment;

- c) enjoy full civil and political rights; candidates who have lost their right to vote shall not be admitted to this selection procedure;
 - d) be physically fit for employment;
 - e) own a secondary school diploma for a course of studies at least of four years.
- Qualifications achieved abroad must have been recognised as comparable/equivalent to Italian qualifications or recognised as valid by competent authorities, according to article 38 of the Legislative Decree n. 165/2001. Any candidate who do not possess the mentioned comparability/equivalence of qualification is provisionally admitted to the selection procedure. The candidate shall produce within application the references of the request of comparability/equivalence made to the Department of Public Service of the Italian Presidency of the Ministers Council ("*Dipartimento Funzione pubblica presso la Presidenza del Consiglio dei Ministri*"). The candidate shall present the certification of comparability/equivalence within the deadline required by the Regional Administration, in any case within the conclusion of this selection procedure, otherwise he/she shall be excluded from the procedure;
- f) have fulfilled all legal obligations for military service;
 - g) not have been removed or relieved from office in any public administration due to persistent poor performance, nor dismissed for good cause or for justified personal reason from any public administration, nor removed from office for having obtained employment by producing false or irreparably invalid documents, nor retired according to Law n° 335 dated May 24th, 1970 (as last amended, modified or integrated), and to Presidential Decree n° 748 dated June 30th, 1972;
 - h) not have been convicted for crimes incompatible with employment into a public administration, according to law in force;
 - i) have the knowledge of the languages Italian, Slovene and English below, which shall be assessed during the interview;
 - l) have a proven work experience as a freelance contractor or as an employee, of at least 24 months starting from May 1, 2004, in any public administration or in the private sector, with functions/tasks within any ERDF-funded programme in the professional areas as defined in annex C) integral part of this Notice.

2) APPLICATIONS

The applicants shall send not later than twenty **(20)** days from publication of this Notice in the Regional Official Gazette:

- a. The application (it must be drafted in the form of self-certification and signed, using the form sub B) attached to the present Notice, or a copy of it, and must contain - in line with the provisions of the Presidential Decree n° 445/2000 - the declaration of possession of all the eligibility criteria for admission to this procedure as listed in previous section 1), along with:
- b. An undersigned self-declaration according to the Presidential Decree n° 445 dated December 28, 2000, attesting the proven work experience as a freelance contractor or as an employee, of at least 24 months starting from May 1, 2004, in any public administration or in the private sector, with functions/tasks within any ERDF-funded programme in the specified professional areas, using the form annex C integral part to this Notice;
- c. A professional and training résumé, in the form of an undersigned self-certification according to the Presidential Decree n° 445/2000, downloading from <https://europass.cedefop.europa.eu/it/documents/curriculum-vitae>. The resume shall contain also the authorisation to process personal data pursuant to legislative decree n° 196 dated June 30th, 2003;
- d. legible photocopy of front and back sides of a valid ID.

Application (Annex B) and all other annexes must be filled in Italian.

Application form (Annex B) along with all the above mentioned annexes must be sent following one of the procedures listed below:

- by registered post to "Direzione generale, Servizio organizzazione, formazione, valutazione e relazioni sindacali, piazza dell'Unità n° 1 – 34121 Trieste";
- by ordinary or registered e-mail, to the registered e-mail address direzione generale@certregione.fvg.it, containing scanning of the undersigned application form and all annexes in pdf format.

In case of sending through registered post the date of shipping shall be attested by the stamp of postal office, provided the application reaches the competent office within 15 days from the fixed deadline.

In case of registered e-mail the receipt of delivery will be attested by the date in which the message has been accepted by the sender's e-mail provider.

In case of ordinary e-mail, the date of delivery will be attested by the date of reception of the message.

In order to avoid exclusion from this selection procedure, application (annex B), declaration (annex C) and résumé must be:

1. undersigned by autograph signature and presented together with a photocopy of a currently valid ID, in case of sending through registered post;
2. undersigned by autograph signature, scanned and sent in pdf format along with scanning of a currently valid ID, or undersigned by digital signature issued by a certified provider, in case of sending through email.

As well as failure of meeting eligibility criteria provided for in section 1), candidates shall also be excluded from selection if:

- application is sent after the fixed deadline;
- they fail to send application form (annex B), declaration of work experience (annex C) or résumé, or fail to sign any of the documents supplied.
- legible photocopy of a currently valid ID is not transmitted;
- application is sent through a different procedure from those listed in this section;

Application form (annex B) must bear the code **"ITA/SLO C"** on the left upper corner. The same code must be indicated also on the envelope and on the subject of the email message.

3) PRELIMINARY SELECTION

If the applicants exceeds 100, the Regional Administration reserves the right to carry out a preliminary selection in order to reduce the number of candidates. Such preliminary selection shall consist of solving in a fixed time a multiple choice test regarding general elements of the same subjects on which the interview shall focus.

Date, time and location of such preliminary selection will be appropriately published on the regional website <http://www.regione.fvg.it>. The publication of the date of preliminary selection counts as personal notice to each applicant. Candidates must show up without further notice on the fixed date, time and location. Failure to attend for whatever reason to preliminary selection on the determined day will be considered as a renounce to participation to this selection procedure.

The result of preliminary selection, which is not to be regarded as examination, will not be considered in the drafting of the final ranking list of candidates.

Candidates who will rank among the first 100 after preliminary selection, and those with the same score as the 100th, will be admitted to the following steps of selection.

4) SELECTION COMMITTEE

The General Director will appoint a specific selection committee, that will assess those candidates who meet eligibility requirements as listed in section 1 of this Notice on the basis of the resumes and declared qualifications as well as of the results of interviews .

5) ASSESSMENT OF QUALIFICATIONS AND INTERVIEW

To each candidate admitted to the selection will be given a maximum of 40 points, divided as follows:

- 10 points maximum for the professional experience as declared in the list of qualifications in annex C integral part of this Notice);
- 30 points maximum for the interview.

When assessing candidates' qualifications, the Selection Committee will assess the proven professional experience exceeding the period of time requested for eligibility to the procedure as freelance contractor or as employee made from May 1, 2004, at a public administration or in the private sector, with functions/tasks within any ERDF-funded programme in any of the professional areas as specified in annex C) integral part of this Notice (2 points for each year or fraction higher than 180 days, up to 10 maximum points).

The list of qualifications (annex C), to be attached to the application form, must be undersigned by autograph signature and sent following the procedures and within the deadline provided for in section 2 of this Notice. Any declaration of qualification not undersigned by autograph signature or received not according to the set procedures and within the set deadline will not be taken into consideration.

Any qualification different from those requested or not included in the declaration in annex C in accordance with set procedures will not be taken into consideration.

Candidates will state their qualifications using a self-declaration in substitution of attested affidavit according to provisions set in the Presidential Decree n° 445 dated December 28, 2000; also penalties foreseen by article 76 of the mentioned Presidential Decree n° 445/2000 will be applied. If upon inspection the declaration given by the candidate is proved to be not true, he or she will lose all benefits resulting from provision issued on the basis of the untruthful declaration as per article 75.

The Regional Administration at any time of the procedure shall verify the truthfulness of declarations provided by candidates and can request proof of them.

At the time of submission of the declaration of qualifications, candidates are not required to include any documentary proof of such declarations.

In the declaration of qualifications must be indicated the duration of employment, specifying the exact period of time (day, month and year without approximation of start date and end date for each work experience), category or function for each period of time. If date of termination of employment is omitted or if employment is "still" on-going, the Selection Committee will assess the period considering it until the application date to this procedure. If two or more work experiences overlap, the Committee will take into consideration the time period only once. Work experiences which took place at the same time in the same calendar year cannot be cumulated.

The assessment of qualifications will take place before interviews and will be carried out by the Selection Committee.

The interview, to be carried out in Italian, Slovene and English, aims at assessing knowledge of the following subjects:

- Notions of EU law, with particular regard to ERDF programmes 2007/2013 and 2014/2020;
- Notions of administrative law;
- Notions of public service accounting with particular reference to regional accounting;
- felonies perpetrated by civil servants and felonies against public administration;
- rules and organization of Friuli Venezia Giulia Autonomous Region;
- rights and obligations of civil servants;
- knowledge of Italian (for non-Italian citizens), Slovene and English languages as foreseen in section 1 of this Notice;
- knowledge of basic IT application systems and web tools.

The maximum score for the interview is 30 points to be assigned on the basis of the criteria established by the Selection Committee. The language proficiency will be assessed through reading comprehension, translation of texts and conversation. The minimum score for passing the interview is 21 out of 30.

Failure to show up at the interview will be regarded as willingness to renounce to the selection procedure.

Once all interviews have taken place, the Selection Committee will draw up a ranking list of candidates according to the overall score obtained by each candidate, resulting from summing up the score obtained during the interview and from the assessment of professional experience.

6) RANKING LIST OF CANDIDATES

The ranking list will be approved by the FVG Director of the Service for Organization, Assessment and Trade Unions Relations of Regional Civil Servants.

The ranking list will be published in the Official Gazette of Friuli Venezia Giulia Autonomous Region and will be valid for three years following its publication.

The Regional Administration can award further contracts with similar functions using the list until it is valid.

7) FINAL PROVISIONS

The Regional Administration reserves the right to extend, revoke and modify this Notice without giving way to any right of claim by third parties.

Any matters not expressly provided for in this Notice shall be governed by regional law in force namely the Regulations on access to regional employment issued by Decree of the President of the Region n° 0143/Pres., dated May 23, 2007.

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According to article 14 of the Regional Regulation n° 7 dated March 20, 2000.:

- the person responsible for this proceeding is the Director of the Service for Organization, Assessment and Trade Unions Relations of Regional Civil Servants, Mrs. Anna D'Angelo;

- the person in charge of preliminary hearing is Mrs. Michela AZZAN.

This Notice and annexes are available on the official website of Friuli Venezia Giulia Autonomous Region:
<http://www.regione.fvg.it>.

For any information or clarification please contact the Service for Organization, Assessment and Trade Unions Relations of Regional Civil Servants, within the General Directorate, at Piazza dell'Unità d'Italia n° 1, 34121 Trieste (tel. 0403774327, 0403774319, 0403774210).

According to article 13 of the Legislative Decree n° 196/2003, all provided data within this procedure will be processed and treated in line with provisions hereby provided.

Trieste,

DIRECTOR-GENERAL
(Dr. Roberto FINARDI)