

## **FOUR ENGLISH MOTHER TONGUE TRANSLATORS**

### **Position details**

**Four English mother tongue translators to work with economic and/or legal texts for a three-year fixed-term contract.**

The successful applicants will be entrusted with the following tasks: translating acts and documents; revising texts and correcting proofs up to the final version for publication; editing texts drafted in English; consecutive interpreting; assisting in the production of correct written and spoken English.

The four translators will join the Directorate General for Human Resources and Organization - Secretariat to the Governing Board and Communications Directorate in Rome. In the event of changes in its functions or organisation, the Bank of Italy reserves the right to relocate the translators to other directorates in Rome in order to perform the same translation tasks. The Bank of Italy also reserves the right to offer positions to other qualified applicants to meet the requirements of other directorates.

### **Qualifications and experience**

Applicants must fulfil the following requirements:

- a) English mother tongue,**
- b) a duly certified university degree in economic and/or legal subjects awarded at the end of at least 3 years' study,**
- c) proven professional experience as a translator and/or interpreter of economic and/or legal subjects, working mainly and continuously in that field for at least 2 years after 1 January 2011.**

The requirements laid down at points b) and c) must be met by the closing date for applications.

Successful applicants must also meet the following conditions:

- d) be over 18 years of age,
- e) have always conducted themselves appropriately in view of the tasks required of them.

### **How to apply**

Applications must be submitted by **23 January 2015, 18:00 hours** (GMT +1).

Applications must only be made using the online application form available on the Bank's website at [www.bancaditalia.it](http://www.bancaditalia.it). At that time candidates will declare that they meet the requirements laid down for access to the recruitment process. This declaration will be confirmed by self-certification on the day of the first selection test.

The Bank of Italy reserves the right to verify at any time that the requirements laid down in this vacancy notice have been met, and to exclude from the selection process or terminate the employment contract of any candidates found not to meet one or more of the requirements.

### **Selection process**

The date of the first selection test will be published on the Bank's website [www.bancaditalia.it](http://www.bancaditalia.it) by the end of February 2015. A list of the applicants who are invited to take part in the test will be published at least 15 days beforehand.

The selection process will be overseen by a Commission appointed by the Bank of Italy.

The selection process will consist in a written test and an interview.

The written test will be held in Rome on one day only. It will comprise a written translation exercise from Italian into English consisting in i) an article suitable for inclusion in an official publication of the Bank; ii) an administrative measure; and iii) a memorandum. The test will be designed to verify the applicants' competencies in the translation of economic and/or legal texts.

The written test will be assessed anonymously and will be awarded a maximum mark of 50. In order to pass the test candidates must obtain a mark of at least 30. Only the papers of candidates who complete all three of the translations listed at i), ii) and iii) above will be assessed.

Candidates who pass the written test will be called for an interview at which they will be assessed for the following competencies: English mother tongue, excellent command of Italian, mastery of economic and/or legal language and, if possible, knowledge of German.

The interview will be awarded a maximum mark of 50. To pass the interview candidates must obtain a mark of at least 30.

The Commission will draw up a list of successful candidates in order of the total marks awarded for the written test and the interview. In the event of equal marks, preference will be given to the youngest candidate.

All information relating to the selection process, the results of the tests and the classification list will be published, for all legal purposes, on the website of the Bank at [www.bancaditalia.it](http://www.bancaditalia.it).

### **Employment conditions**

The weekly working hours are 37 hours and 30 minutes, usually distributed over five days from Monday to Friday. Subject to authorisation, work may be performed outside the Bank's premises (delocalized work). Employees are legally bound to comply with the requirements of loyalty and confidentiality and those laid down in the Code of Conduct for the Personnel of the Bank of Italy.

The gross annual salary is €36,500. Employees are entitled to subscribe to the Bank's private pension fund, into which the Bank will deposit its own contribution and the employee's severance pay allowance.

**THE SENIOR DEPUTY GOVERNOR**

**S. Rossi**