

RECRUITMENT OF 3 GRADUATES SPECIALIZED IN TRANSLATING FROM ITALIAN TO ENGLISH ¹

Article 1

Application and hiring requirements

The Bank of Italy has announced the following public competition for the selection of three persons specialized in translating from Italian to English, to be hired on a permanent basis at the grade of 'Expert'. The translators will join the Language Services Division of the Secretariat to the Governing Board (Rome) and will mainly translate speeches by members of the Governing Board and other representatives of the Bank, official documents and publications, and other institutional communications from Italian into English.

Candidates must meet the following requirements:

- 1. possess a native speaker standard command of English (C2 equivalent) and an at least advanced (C1 equivalent) command of Italian** according to the Common European Framework of Reference for Languages. **These levels will be verified during the written test and interview.**
 - 2. hold a master's degree (*laurea magistrale*) or equivalent in one of the following fields:** Modern European and American Languages and Literatures (Ministry of Education code LM-37), Modern Languages for Communication and Cooperation (LM-38), Specialized Translation and Interpreting (LM-94), Conference Interpreting (39/S), Modern Euro-American Languages and Literature (42/S), Foreign Languages for International Communication (43/S), Literary Translation and Technical-Scientific Translation (104/S).
- Candidates who hold **academic qualifications obtained from a foreign university either abroad or in Italy**, recognized as equivalent to one of the above degrees for access to public competitions, may also take part. **The application for recognition of equivalence must be submitted to the Prime Minister's Office – Department of Public Affairs – by the date of the written test.**
- 3. have at least two full post-graduate years' experience working mainly and continuously as a professional translator from Italian to English of economic and/or legal texts.** Candidates must provide evidence of their experience by submitting a declaration from their employer or suitable contractual or tax documentation, demonstrating the nature and level of the tasks performed and the length of the experience.
 - 4. be a citizen of Italy or of another EU country or hold another citizenship** in accordance with the provisions of Article 38 of Legislative Decree 165/2001.
 - 5. have the physical fitness required for the tasks assigned.**
 - 6. enjoy full civil and political rights.**

¹ Disclaimer: This English translation of the original Italian text is provided for information purposes only. In case of a discrepancy, the Italian original will prevail.

7. have not acted in a manner incompatible with the duties to be performed at the Bank (see Art. 7).

The requirements set out in points 1, 2 and 3 must be met by the deadline for the submission of the application. The recognition of degree equivalence and the remaining requirements must be met by the hiring date.

The Bank of Italy reserves the right to verify at any time that the requirements laid down in this notice of competition have been met, even after the selection process and any hiring have been completed.

The Bank of Italy has the right to **exclude from the selection process, to refuse to hire, or to terminate the employment of any candidates found not to meet one or more of the requirements**. Any discrepancies found in candidates' declarations or documentation will be reported to the judicial authorities.

Article 2

Application and deadline

Applications must be submitted by **22 February 2022, 16:00 hours (GMT + 1)** using the online application form available on the Bank's website at www.bancaditalia.it. **No other types of application will be accepted.**

The application submission date is registered by the system, which will not permit access or accept applications after the above deadline. To avoid excessive last-minute online traffic, candidates should submit their applications at least a few hours before the deadline, taking into account the time needed to complete the registration process.

Candidates who do not meet one or more of the requirements for participation in the competition will not be considered and will be excluded from the selection process.

The Bank of Italy will notify those candidates who have been excluded.

The Bank of Italy assumes no responsibility for any failed or late delivery of communications to candidates attributable to postal or electronic error, the candidate having provided a wrong or incomplete address in the online application, or the candidate's failure or delay in informing the Bank of a change of address.

The names of the candidates admitted to take part in the written test will be published on the Bank of Italy's website (www.bancaditalia.it) at least 15 days before the test.

Admission to the test will be conditional on the candidates' satisfaction of the requirements set out in the notice of competition.

On the day of the written test, candidates will have to produce an identity document (see Article 5) and confirm that they meet the requirements stated in the application by signing a declaration to that effect. The signed declaration will be treated as a self-declaration pursuant to Presidential Decree 445/2000 (Consolidated Law on Legislative and Regulatory Provisions Concerning Administrative Documentation), with all the consequences under the law, including criminal liability in the case of false statements and the penalties provided for by Article 76 of the decree.



Candidates with disabilities that require **special accommodation and/or additional time** to take the tests (pursuant to Article 20 of Law 104/1992 and Article 16 of Law 68/1999) must fill out 'Form A' of the application. The Bank of Italy's medical staff will evaluate the requests based solely on the relationship between the medical condition reported in 'Form A' and the manner in which each test is conducted. If the Bank of Italy learns, even at a later time, that the candidate has falsely declared to have such disability, it will exclude the candidate from the selection process, will not hire them, or will terminate their employment.

Article 3 ***Invitation***

The date and location of the written test will be published in the *Gazzetta Ufficiale della Repubblica Italiana* '4a Serie speciale (Concorsi ed Esami)' on a **Tuesday or a Friday in the month of March 2022**.

If, for organizational reasons, it is not yet possible to schedule the date and place of the written test, a notice will nevertheless be published in the *Gazzetta Ufficiale* in March with further information on when the date and location will be published.

In any event, if after the date is published, extraordinary and unforeseeable circumstances make it necessary to postpone the written test, a notice will be promptly published in the *Gazzetta Ufficiale* announcing the postponement and the new date.

All information concerning the competition will also be available on the Bank of Italy's website (www.bancaditalia.it). The Bank of Italy does not assume any responsibility for the circulation of inaccurate information by unauthorized sources.

Article 4 ***Commission and testing***

The Bank of Italy will appoint a Commission to oversee the testing, which consists of a written test and an interview, both of which will be **held in Rome**.

The **written test** will comprise **three written translation** exercises from Italian into English:

- a) an informative text on institutional topics;
- b) an extract from a speech given by a Bank of Italy official;
- c) a technical-economic text suitable for inclusion in an official Bank publication.

The Commission will determine the length of time given to complete the written test, **which will not exceed four hours**.

The Commission will assess the translations for comprehension and completeness (semantic fidelity to the source text) clarity and coherence (effectiveness, style, appropriateness of register and readability), lexis (breadth and pertinence of vocabulary, precision of technical terminology) and grammar (syntax, punctuation and spelling).

The use of cell phones, personal computers, smartphones, tablets, smartwatches and similar devices, as well as manuals or notes of any kind **are not permitted** during the written test. **Candidates may use monolingual, non-specialist dictionaries, one in English and one in Italian,**

in hard copy form.

The **written test** will be graded anonymously. **Only the papers of candidates who have completed all three of the translations will be assessed.**

The **three translations** will be awarded up to **60 points with** a maximum of 20 points each.

In order to pass the test candidates must obtain **at least 12 points on each translation**; however, those who obtain at least 10 points on just one of the translations listed at b) and c) **will be invited for an interview provided that they have been awarded at least 36 points in total.**

The Commission will only assess the translations listed at b) and c) **if the translation listed at a) has been given a score of at least 12 points.**

The results of the written text, along with any information on admission to the interview stage and the date of said interview, **will be published solely on the Bank's website (www.bancaditalia.it)**. Such communication is deemed a notification for all legal intents and purposes.

The **interview** will consist of:

- revising a text in English;
- commenting in English on a text written in Italian on issues concerning the functions and governance of the European Union, the Eurosystem, the European System of Central Banks (ESCB), the Single Supervisory Mechanism (SSM), the European Central Bank and the Bank of Italy;
- conversing in Italian on topics involving the analysis of institutional language and the technological tools used by professional translators.

Candidates may be asked about their master's thesis and professional experience.

The interview is designed to assess: technical knowledge; understanding of source texts and clarity of exposition of target texts; the proper use of grammar rules; the breadth and pertinence of vocabulary and the precision of technical terminology.

The **interview** will be worth a **maximum of 60 points** and candidates will have to obtain **at least 36 points** to pass.

Candidates may view their interview results on the Bank's website (www.bancaditalia.it). Such communication is deemed a notification for all legal intents and purposes.

Article 5 *Acceptable identification*

In order to take the tests, candidates must present a government-issued identity card or any of the documents allowed under Article 35 of Presidential Decree 445/2000. Citizens of foreign countries (see Article 1.4) must present an equivalent identity document.

The document must be legally valid. **Candidates who are unable to provide a valid**

identity document will not be allowed to take the tests.

Article 6

Ranking of candidates

The total score of each suitable candidate is calculated by adding together the points awarded on the written test to those of the interview.

Successful candidates must have obtained the minimum scores indicated in Article 4 on the tests.

The Commission will compile the preliminary ranking by listing the candidates in order from highest score to lowest.

The Bank of Italy will approve the final ranking based on the preliminary ranking. In the event of a tied score between two or more candidates, preference will be given to the youngest candidate.

In the event that a candidate who ranks high enough to be selected declines the appointment or fails to report for work, the Bank of Italy reserves the right to offer any remaining unfilled positions to candidates in rank order.

The Bank of Italy reserves the right to use the final ranking for **three years** from its date of approval.

The final ranking of the winners will be published on the Bank's website (www.bancaditalia.it). Such publication is deemed a notification for all legal intents and purposes. To protect the privacy of those involved, the names of the candidates judged suitable but who have not ranked high enough to be offered an open position will be published only if further candidates are to be drawn from the ranking, as indicated in the preceding paragraph.

Article 7

Self-certification required for selection

For the purposes of selection, candidates must self-certify that they meet the requirements for participation in the competition and selection, in the form indicated in D.P.R. 445/2000. In order to verify that the requirement laid down by Article 1.7 (appropriate conduct in view of the tasks required), candidates will be required to make a declaration regarding any criminal convictions, plea bargains, being subject to restrictive measures or pending charges. Convictions even if time-barred, orders of amnesty, pardon, judicial pardon, rehabilitation, reprieve of sentence, expungement of criminal record and pending criminal proceedings will be assessed with discretion.

Article 8

Appointment and assignment

The candidates selected must provide to the Bank of Italy – if they have not already done so in their online application – a certified email address (*Posta Elettronica Certificata* or PEC) to which will be sent, for all legal intents and purposes, notification of the start of the appointment and assignment process and any other communication. **A PEC is required in order to start the hiring**

process.

The Bank of Italy shall hire those candidates ranked highest who have always conducted themselves appropriately in view of the tasks required of them in the Bank and who meet the requirements stated in Article 1. They will be hired on a trial basis at the 'Level 1 Expert' pay scale. At the end of the probationary period, which lasts six months, the employment of candidates appointed, if deemed suitable, will be confirmed with the start date of their permanent employment made retroactive to the date on which the probationary period began; if instead they are deemed unsuitable, the probationary period will be extended once only for an additional six months. Bank of Italy employees are forbidden to perform any other work, whether as an employee or on a self-employed basis, even if occasionally or during periods of time when they are not in service.

Acceptance of the appointment cannot be conditional in any way.

The employment of persons who are not Italian citizens is subject to the legal restrictions regarding eligibility for employment by a public entity.

The persons appointed must report for work at the office to which they are assigned by the date communicated; any deferrals will only be granted for justifiable reasons. Candidates who expressly decline the appointment or, in the absence of a justifiable reason, do not report for work by the scheduled date, will forfeit the appointment.

Article 9

Processing of personal data

Under the European and Italian laws on privacy, the data provided by candidates are subject to manual and automated processing for the purposes of carrying out the selection process. The data of the candidates hired will continue to be processed in the context of the employment relationship.

The provision of these data is mandatory for the purposes of evaluating the requirements for participation and selection; should a candidate refuse to provide them, the Bank of Italy will exclude them from the competition and will not offer them employment.

Data pertaining to the health status of the candidates are processed in accordance with Laws 104/1992 and 68/1999. The data collected in accordance with Article 7 of this notice of competition are processed to determine whether the candidates meet the conditions of employment of having always conducted themselves appropriately in view of the tasks required of them in the Bank, in accordance with the Bank of Italy's regulations.

The data provided can only be communicated to other public bodies for the purposes of verifying candidates' declarations or in other cases provided for by laws and regulations. They can also be communicated to the companies (acting as Data Processor) that the Bank of Italy engages to provide specific professional, consultancy or other services closely linked to the running of the competition (e.g. proctoring tests).

Candidates have the right to access their personal data and have other rights recognized by law, including the right to rectify, update, erase, render anonymous or block any data processed in breach of the law and to object in full or in part, on legitimate grounds, to the processing of their data.

Candidates may exercise their rights against the Data Controller – Bank of Italy, Organization Directorate, via Nazionale 91 – Rome (e-mail: org.privacy@bancaditalia.it).



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The Bank of Italy's Data Protection Officer can be contacted at Via Nazionale 91, Rome, or at the following email address: responsabile.protezione.dati@bancaditalia.it.

In the event of a breach of the current laws on privacy, candidates can contact the Italian Data Protection Authority (Piazza Venezia 11 – Rome), in its capacity as Supervisory Authority.

Article 10
Hiring process manager

The Bank of Italy's Staff Management Directorate oversees the hiring process. The hiring manager is the pro tempore Head of this Directorate or, in the event of their absence or incapacity, the pro tempore Deputy Head.

THE SENIOR DEPUTY GOVERNOR

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