

## **Matera Basilicata 2019 Foundation**

### **Public Notice for the selection of the SECRETARY GENERAL**

**Deadline: 04/08/2017**

#### **Whereas:**

1. the city of Matera was designated European Capital of Culture for 2019, together with the City of Plovdiv for Bulgaria;
2. in September 2014, the "Matera-Basilicata 2019 Participatory Foundation" was established, hereinafter also referred to as "Foundation", as the organization responsible for the implementation of the cultural program described in the Bid Book entitled "Open Future" with which Matera won the title of European Capital of Culture -<http://www.matera-basilicata2019.it/en/mt2019/matera-2019-book.html>;

**In view of** the need to strengthen the actions and operation of the Foundation's President in his activities of promoting institutional relations and collaborative relationships in support of the Foundation's initiatives;

**Considering** the decision reached during the Board of Directors' meeting held on 18th July 2016, recognizing the need to structure apical profiles in the above mentioned matters regarding Governance and the Foundation's organizational structure;

#### **Underlining that:**

- the staffing plan and requirements for 2017 were approved on 27th March 2017, by decision of the Foundation's Board of Directors;
- by resolution of 12th April 2017, the Foundation's Board of Directors has identified the need to proceed with the appointment of the Foundation's Secretary General, authorizing the General Director of the Foundation to put in place the necessary arrangements for the recruitment of the aforesaid profile;

## **THE MATERA-BASILICATA 2019 FOUNDATION**

### **HEREBY NOTIFIES**

that a public selection procedure is now open for the Secretary General of the Foundation, with functions and duties as referred to in Art.1.

**FONDAZIONE MATERA-BASILICATA 2019**

*Sede legale: Palazzotto del Casale, via Madonna delle Virtù, Rioni Sassi – 75100 Matera*

Codice Fiscale 9305550771- Partita Iva 01310470776

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## **Art.1 – FUNCTIONS AND DUTIES OF THE SECRETARY GENERAL**

In order to strengthen the President's actions and operation, the Foundation intends to adopt a Secretary General as part of the President's staff.

The Secretary General is called upon to support and assist the President's activities provided for by Article 17 of the Statute, function to be overseen in close collaboration with the General Director of the Foundation.

In particular, the Secretary General:

- briefs on and prepares the work and participates in the General Board of Trustees' meetings, with assistance functions, and preparation of the minutes;
- briefs on and prepares the work and participates in the Board of Directors' meetings, with assistance functions, and preparation of the minutes;
- carries out co-ordination tasks and legal-administrative assistance functions to organs of the organization in respect of administrative actions in compliance with the laws, statutes and regulations;
- supports the President in relations with organizations, institutions, public and private companies and other organizations in order to establish cooperation and support relations to the Foundation's initiatives and established alliances;
- facilitates the Foundation's access processes to contributions and funding from public or private bodies and organizations;
- participates in the ex ante, ongoing and ex post evaluation and monitoring activities, carried out by third-party organizations and based on the performance of the Foundation's activities and single initiatives;
- participates, by delegation of the President, to appointments and initiatives promoted by stakeholders and other investors.

## **Art. 2 - PARTICIPATION REQUIREMENTS**

Only those who are in possession of the following **requirements** may participate in the selection procedure, under penalty of exclusion:

### **A. Admission requirements**

Candidatures will be taken under consideration for all applicants who claim to be in possession of:

A) Italian citizenship. Italians who are not members of the Republic are treated as Italian citizens. Citizens of European Union Member States may also apply, provided they have the following additional requirements:

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1. capacity to exercise civil and political rights in the state of affiliation or origin;
  2. adequate knowledge of the Italian language;
- b) a bachelor's degree obtained under the old system or a specialist or master's degree under the new system;
- c) proven professional qualification, active participation in institutions and public or private organizations or public or private companies, with at least five years' experience in apical management positions;
- d) a proven knowledge of Basilicata's socio-economic and institutional system;
- e) proven management and relations skills as well as co-ordination of working groups.

#### **B. Selection requirements**

- skills and experience in the management of complex organizational structures and in the coordination of human resources and orientation to the principles of collective *governance* and decentralized management;
- consolidated experience in the activation and management of partnerships at local level between the public sector, the private sector and civil society; National and transnational partnerships are preferential elements;
- consolidated experience in the management of plans and programmes also in ESIF (European structural and investment funds), FSC (Development and Cohesion Funds), etc., in the supervision and protection of administrative legitimacy and in technical and administrative consultancy;
- knowledge of spoken and written English; an additional known language is considered a preferential element;
- strategic and motivational leadership skills;
- negotiation skills and ability to develop alliances between different groups of social actors and stakeholders;
- experience in the policy sector for local/regional development, implemented through partners/funders other than the EU.

All requirements must be met on the closing date for the submission of the application.

#### **Art. 3 –TERMS TO SUBMIT YOUR APPLICATION**

To participate in the selection process subject of this Notice, all interested candidates must submit:

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- a) **Application** (must follow the template format as per Annex A of the current Notice) duly signed by the applicant. All the declarations and information required in the Template “Annex A” must be included in the Application;
- b) **Curriculum vitae**, dated and signed by the applicant. The curriculum must demonstrate all the required professional experience;
- c) **Motivational letter**, of maximum 1 page, explaining the reasons for their application;
- d) **Non-authenticated copy of a valid identity document** of the applicant.

The above mentioned documents must be received, by certified email (PEC), no later than 13:00 hours (1 p.m.) local time on 04/08/2017 at the following address: [fondazione@pec.matera-basilicata2019.it](mailto:fondazione@pec.matera-basilicata2019.it) specifying in the Subject of the message “**Public Notice for the selection of Secretary General**”.

The date and time of receipt of the message will be used as compliance with the above-mentioned submission term. For all applications sent by certified email and received by the due date, the Foundation sends an automatic confirmation of receipt by email.

The sending of the application is at complete and exclusive risk of the sender. The Matera-Basilicata 2019 Foundation assumes no responsibility for non-receipt of the applications in time for participation in the selection process object of this Notice, due to inexact email address details from the candidate or for any email errors or otherwise attributable to third parties, unforeseeable circumstances or force majeure.

#### **Art.4 - CAUSES OF EXCLUSION**

The reasons for excluding applications are:

- a) the lack of participation requirements of Art. 2 of this Notice;
- b) the receipt of the application after the deadline;
- c) the submission of the application not complying with the terms of submission referred to in Art. 3 of this Notice;
- d) failure to submit an Application;
- e) failure to submit curriculum vitae;
- f) failure to submit a motivational letter;
- g) absolute uncertainty about the origin or content of the application.

Candidates whose applications are excluded will be given notice of the exclusion and the relative motivation.

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## **Art. 5 –SELECTION METHOD AND ELEMENTS**

The selection will be conducted by a Commission consisting of the General Director of the Foundation or his delegate, a representative of the Basilicata Region and a representative of the Municipality of Matera.

The selection will be made on the basis of the *curriculum vitae*, the motivational letter and an interview.

Evaluation of eligible applications will be carried out in two phases:

### **PHASE 1. *Curricula vitae* and motivational letter evaluation.**

For this phase, the Commission has a total score of **up to 60 points** for each candidate.

Only candidates who obtain a score of 45 points or above during the evaluation of the *curriculum* will be admitted to the interview phase. The Foundation will send selected candidates an invitation detailing an interview date and confirming the score obtained during the curriculum evaluation. The interviews will take place in Matera, at the Foundation's headquarters, or via skype, based on the indications provided by the candidate.

Failure to attend the interview will result in the withdrawal from the selection.

Candidates who are not admitted into the interview phase will be given notice of non-admission.

### **PHASE 2. Evaluation based on the interview.**

For this phase, the Commission has a total score of **up to 40 points** for each candidate.

The interview will be aimed at obtaining a more in-depth knowledge of the professional experience detailed in the *curriculum vitae*, and will also assess the candidate's qualities and motivations.

**The interview will also ascertain the proficiency of the Italian language and knowledge of the English language.**

The evaluation scores referred to in PHASE 1 and PHASE 2 will be based on the possession of the selection requirements referred to in Art. 2, point B as well as, during the interview, on the basis of the following elements:

- Motivational elements related to the philosophy and approach of the Matera 2019 project
- Ability to work creatively in teams and communication skills
- Knowledge of digital tools - including web platforms - and the ability to use them appropriately for project management.



At the end of the interviews, the Commission will draw up the ranking of the candidates, listed in order according to the overall score obtained for *curriculum* and interview.

In the case where 2 or more candidates obtain the highest overall score, they will be called for a second interview. Upon completion, the Commission will identify the winner and will define the positioning of the other candidates called for the second interview.

The candidate ranking will be approved by the General Director of the Foundation.

It is possible to work down the candidate ranking in case of rejection of the position or withdrawal or termination of the contract.

The list of candidates admitted to the interview, with the name of the winner of the selection, will be published on the Foundation's website e [www.matera-basilicata2019.it](http://www.matera-basilicata2019.it); publication on the site is equivalent to notifying applicants of the selection outcome.

The Matera-Basilicata 2019 Foundation reserves the right not to appoint the Secretary General, in the absence of relevant candidates to the sought profile.

The Matera-Basilicata 2019 Foundation will adopt an Equal Opportunity Policy that rejects any form of discrimination based on sex, ethnicity, religion or belief, disability, age, sexual orientation.

## 6. CONTRACTUAL INFORMATION

The winner of the selection will have an Executive Director level contract (CCNL Executives - Tertiary Businesses), with the duty of Secretary General and with a fixed-term contract starting from the 30th day after the publication of the results of the selection up to March 31st, 2020.

The position is based in Matera. It requires a commitment to working full-time.

The expected salary consists of:

- annual gross salary of 85,000.00 Euros, in addition to the social security contributions paid by the employer and related employee severance indemnity;
- in addition to the annual gross wages, a gross productivity bonus of up to a maximum of 10,000.00 Euros to be awarded as a result of performance appraisal based on pre-assigned goals.

The winner must provide details of any employment and consulting contracts currently in place. In order to proceed with the signature of the contract, there must be no cause for incompatibility. In addition, the winner of the selection, in order to sign the contract, must not have any employment contract, of any form, or any collaboration or consultancy assignments that cause even a potential conflict of interest with the Foundation or be in any other situation that may give rise to such conflict of interest or prevent a full-time working commitment.

For the purposes of the preceding paragraph, the winner will be required to declare pursuant to and for the effects of Presidential Decree n. 445/2000 and subsequent amendments to, or revisions, guaranteeing the absence of the above mentioned conditions.

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## 7. MANAGER OF THE PROCEEDINGS

The manager of the proceedings is the General Director of the Matera-Basilicata 2019 Foundation, Dr. Paolo Verri.

## 8. TREATMENT OF PERSONAL DATA

In accordance to Art. 13 of Legislative Decree no. 196 of 30 June 2003, and subsequent amendments to, or revisions, the Foundation informs that all personal data, including that of third parties, provided by the candidates in response to this Notice will be handled by manual, computer and telematic instruments solely for the purpose of completing the procedure in question, as well as any related and consequent activities in accordance with the current regulations and the provisions of this Notice.

## ADVERTISING - COMMUNICATIONS - NOTICES

The present selection Notice will be published on the Foundation's website [www.matera-basilicata2019.it](http://www.matera-basilicata2019.it) in the "BANDI E AVVISI" section. The results of the selection, including the ranking and the name of the winner of the selection, will be published in the same section.

Further information on the Matera 2019 Bid Book, on the selection panel's Final Report that chose Matera and on ongoing activities can be found on the Foundation's website listed above.

For any further information, interested parties may contact the Matera-Basilicata 2019 Foundation at +39 0835 256384 or send an email to: [infobandi@matera-basilicata2019.it](mailto:infobandi@matera-basilicata2019.it) specifying in the subject line "**Public Notice for the selection of Secretary General**".

Any communication by the Foundation to the applicants, including those relating to requests for clarifications and additions, will be carried out by email to the address specified in the application.

The present Notice includes n. 1 Annex, which constitutes an integral and substantial part of it:

Annex A "*Secretary General Application*".

The Matera-Basilicata 2019 Foundation thanks all candidates for participating to the selection procedure in this Notice.

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