



UNIVERSITÀ
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SERVIZIO CONCORSI E
PROCEDIMENTI ELETTORALI

Provision of the General Manager
Classification: VII/1
Annexes n. 2

NOTICE OF PUBLIC SELECTION FOR THE RECRUITMENT OF 3 FIXED TERM TECHNOLOGISTS PURSUANT TO ART. 24/BIS OF ITALIAN LAW NO. 240/2010 OF 30/12.2010 AT THE DEPARTMENT OF SCIENZE STORICHE E DEI BENI CULTURALI, AT THE DEPARTMENT OF BIOTECNOLOGIE, CHIMICA E FARMACIA AND AT THE SANTA CHIARA LAB UNIVERSITY SERVICES CENTRE

THE GENERAL MANAGER

- Having regard to the laws on university education;
- Having regard to Law no. 104 of 5 February 1992, as subsequently amended, regarding the assistance, social integration and rights of disabled people;
- Having regard to Presidential Decree no. 487 of 9 May 1994, as subsequently amended, containing norms on access to jobs in the public administration and competition procedures, single competitions and other forms of employment in the public sector;
- Having regard to Presidential Decree no. 445 of 28 December 2000, containing the consolidation act on legislative and regulatory provisions regarding administrative documents;
- Having regard to Legislative Decree no. 165 of 30 March 2001, as subsequently amended, containing general rules about the system of employment in the public administration;
- Having regard to law no. 241 of 7 August 1990, as subsequently amended, containing rules concerning administrative procedures, and the University's implementation Regulations, adopted with Rector's Decree no. 1037 of 30 May 2007, published in the Official Bulletin no. 69;
- Having regard to Legislative Decree no. 196 of 30 June 2003, the personal data protection code;
- Having regard to Law no. 240 of 30 December 2010 and in particular art. 24/bis "Fixed-term Technologists", introduced with Legislative Decree no. 5 of 9 February 2012, converted, with amendments, into Law no. 35 of 4 April 2013;
- Having regard to Rector's Decree no. 915 of 27 June 2013 which enacted the "University regulations concerning fixed-term technologists, pursuant to art. 24/bis of Law no. 240/2010" as subsequently amended;
- Having regard to the decision of the Board of the Department of Scienze Storiche e dei Beni Culturali of 07.02.2018, regarding the launch of a recruitment process for a fixed-term technologist, pursuant to art. 24/bis of Law 240/2010, Part time, with a salary corresponding to category EP2;
- Having regard to the decision of the Board of the Department of Biotecnologie, Chimica e Farmacia of 15.02.2018, regarding the launch of a recruitment process for a fixed-term technologist, pursuant to art. 24/bis of Law 240/2010, Full time, with a salary corresponding to category EP1;
- Having regard to the decision of the Santa Chiara Lab University Services Centre's Board of Directors of 07.02.2018, regarding the launch of a recruitment process for a fixed-term technologist, pursuant to art.



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- 24/bis of Law 240/2010, Full time, with a salary corresponding to category EP1;
- Having regard to the Board of Directors' resolutions of 23.03.2018, rep. no. 64/2018 prot. no. 55277, rep. no. 65/2018 prot. no. 55308 and rep. no. 66/2018 prot. no. 55311 of 26.03.2018, which authorises the selection process for the recruitment of fixed term technologists, pursuant to art. 24/bis of Italian law no. 240/2010 of 30.12.2010, respectively at the Department of Scienze Storiche e dei Beni Culturali, at the Department of Biotecnologie, Chimica e Farmacia and at the Santa Chiara Lab University Services Centre;
 - Having regard to the judgment of the Council of State no. 1270 of 4 March 2013 which also includes the state of marriage [coniugio] as a genetic situation regarding "a degree of relationship or affinity up to and including the fourth degree";

ORDERS THE FOLLOWING

ART. 1 — SUBJECT OF THE NOTICE

The following selection procedure is announced for the recruitment of 3 fixed-term technologists – pursuant to art. 24/bis of Italian Law no. 240 of 30/12/2010:

DEPARTMENT OF SCIENZE STORICHE E DEI BENI CULTURALI

<u>N. 1 POSITION</u>	Department of Scienze Storiche e dei Beni Culturali
At:	
Research Project:	ERC-2014-ADG/ERC-2014-ADG nEU-Med, CUP B72I15000870006, - U-GOV 2271-2015-BG-CONRIC-U.E_001
Research Project Head	Prof. Richard Hodges
Work load and Activities to be carried out	Project Management activities in support of the research project: <ul style="list-style-type: none">- Organisation and management of administrative and financial activities, support to the PI and the Coordinator upon GA;- Financial management and monitoring for the respect of the contractual rules;- Workflow follow up for the administrative procedures;- Timing of the activities and monitoring of the project implementation;- Participation to the project meetings, if necessary;- Monitoring of the dissemination activities;- Technical assistance in communication with EU Institutions;- Technical monitoring of the progress reports;- Technical assistance for the proper WP's implementation;- Technical assistance for project risks management and definition of an eventual contingency plan;- Technical assistance for the administrative and financial project closure;- Support to the beneficiary for the audit of the project.
Admission requirements	Master degree in economic disciplines PMP® certification, specialized knowledge and professional qualifications provided as follows:



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	<ul style="list-style-type: none">- at least 4 years of experience in technical assistance activities, with particular regard to the project writing and project management activities of programs and / or projects co-financed by EU funds;- knowledge of the ERC neu-Med project and knowledge of the management and reporting rules of the Horizon 2020 with particular reference to ERCs. Knowledge of English and at least another EU language is also required.
Interview	Project Management and reporting rules of Horizon 2020 projects in particular the ERC Funded Projects EU IT systems for project management of reasearch projects The nEU-Med Project.
Commitment and salary	Part time (50%) - 27 months. Salary corresponding to category "EP", economic position "EP2" - Part time (50%); total expenditure € 50.819,93 (gross amount for the employer) - 27 months.

DEPARTMENT OF BIOTECNOLOGIE, CHIMICA E FARMACIA

<u>N. 1 POSITION</u> At:	Department of Biotecnologie, Chimica e Farmacia
Research Project:	Realization and application of an innovative technological platform for the development of photoactivatable molecules starting from QM/MM simulations
Research Project Head	Santucci Annalisa
Work load and Activities to be carried out	<ul style="list-style-type: none">– Planning and coordination of the setting up of the facilities as reported in the project "Progetto del Dipartimento di Eccellenza 2018-2022" of DBCF– Monitoring and supervision of the activities (research and third mission) of the facilities as reported in the project "Progetto del Dipartimento di Eccellenza 2018-2022" of DBCF– Web Editing/Content Administration of the the websites and web pages of DBCF as reported in the project "Progetto del Dipartimento di Eccellenza 2018-2022" of DBCF
Admission requirements	Master Degree or equivalent in Chemistry Excellent spoken and written knowledge of English. At least another EU language is also required. Advanced knowledge and excellent professional skills to undertake the aforementioned activities within the research project
Interview	The interview will focus on the knowledge of web-based platforms, on previous expertise research activity in the fields of computational and analytical chemistry and biotechnology. Management and communication skills will be also assessed. Basic knowledge of the project "Progetto del Dipartimento di Eccellenza 2018-2022" of DBCF will be required.



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Commitment and salary	Full time - 60 months Yearly gross salary equal to “EP1” category. Total gross emolument for 60 months € 233.895,40 (gross amount for employer)
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SANTA CHIARA LAB UNIVERSITY SERVICES CENTRE

<u>N. 1 POSITION</u>	University Service Centre Santa Chiara Lab
At:	University Service Centre Santa Chiara Lab
Research Project:	IT4PRIMA CIPE research project - position of Event Manager
Research Project Head	Prof. Alessandra VIVIANI
Work load and Activities to be carried out	<ul style="list-style-type: none"> - Analyzes the needs expressed and defines the main concepts of the events needed to meet the needs of the project PRIMA dissemination and dissemination among citizens and stakeholders. - Performs the feasibility analysis and defines the project of the event, in particular: <ul style="list-style-type: none"> activate a network of relationships with subjects that adhere to the idea; search for public / private financing opportunities; define the technical characteristics of the event; define the event calendar, verifying any overlap or proximity with similar events, identify testimonials, artists, experts, speakers; propose locations evaluating the location, the proximity to the nodes / means of communication, the capacity, the structural characteristics, etc; define a cost plan; process the overall project document by responding to national or international public tenders or by drawing up submission documents for private lenders. - Organizes and coordinates external actors if necessary for the preparation of the event and manages the logistical and organizational plan in every small detail: <ul style="list-style-type: none"> prepare the logistical and organizational plan (including the booking of the locations); select suppliers; management of technical instrumentation and installations; contact testimonials, sponsors, artists, experts, speakers and define the conditions of their collaboration. - Evaluate and monitor the progress of the event: <ul style="list-style-type: none"> plan a monitoring action by identifying indicators and tools; collect significant data; to administer the assessment tools, according to the planned planning, also using new technologies; analyze the data collected according to the identified objectives and analyze them using data analysis tools; carry out the restitution of the results of detection of customer / recipient satisfaction; identify any corrections to the design; draw up reports and reports.



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Admission requirements	Master degree; Advanced level of proficiency in written and spoken English; Portfolio of national and local events in the cultural field and also in the agro-food sector
Interview	Management and resolution of problems related to complex events; Experiences in the field of organization of events on agro food
Commitment and salary	Full time - 24 months Salary corresponding to category "EP", economic position "EP1"; total expenditure € 95.225,12 (gross amount for the employer) - 24 months.

ART. 2 – ADMISSION REQUIREMENTS

Italian citizens (Italians who are not resident in the Republic have the same rights as Italian citizens), citizens of other EU member states or their relatives who are not citizens of an EU member state, provided they have the right to reside or the right to permanent residency in one of the member states, as well as nationals of third countries in possession of a long term EU residency permit, or have refugee status or subsidiary protection.

The following people cannot apply: those who do not have the right to vote, and those who have been dismissed for disciplinary reasons, removed or released from their post in a public administration due to persistently inadequate performance, or those who have lost a civil service job because they gained it through the production of false documents or irremediably invalid documents.

Moreover, people with a relationship of marriage [*coniugio*] or a degree of relationship or affinity up to and including the fourth degree with a professor belonging to the Department or the structure proposing the activation of the contract, or with the Rector, the General Manager or a member of the University Council, are also barred from applying.

Qualifications obtained abroad must be accompanied by a declaration of equivalence to the qualification indicated above pursuant to art. 38 of Italian Legislative Decree no. 165/2001, or of equivalence with the qualification reported in art. 1 of the call to the Italian university system issued pursuant to art. 74 of Italian Presidential Decree no. 382/1980, or a declaration indicating that the equivalence/comparability request has been submitted. In the latter case, the candidate will be provisionally admitted to the selection process, and must be in possession of a declaration attesting to the equivalence/comparability of his/her qualifications at the time of recruitment.

The candidate must be in possession of the aforementioned prerequisites by the deadline for submitting the application for admission to the selection process.

All candidates will be admitted provisionally until it is verified that they are actually in possession of the prerequisites for participating in the selection process.

The administration can, at any time and by reasoned order, decide to exclude candidates from the selection procedure if they do not meet the admission requirements.

Art. 3 - APPLICATION PROCEDURE AND DEADLINE

Applications for admission to the procedures and the documents, **in pdf**, indicated below must be lodged by certified email to rettore@pec.unisipec.it or email to concorsi@unisi.it within 20 days starting the day after the date of this call.

Proof of receipt will be considered as: for applications sent by certified email (PEC) rettore@pec.unisipec.it - the date of the delivery receipt sent automatically by the system; for those sent by email: concorsi@unisi.it, the date



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of the University terminal that receives them. The University administration declines any responsibility for non-receipt of applications due to third party liability. To check whether an application has been received and is deemed complete, candidates can contact the University's *Servizio Concorsi e Procedimenti Elettorali* (tel. + 39 0577 235060 - 235058 - 235059). Applications must be accompanied by a copy of the candidate's identity document under art. 38 of Presidential Decree no. 445 of 28 December 2000.

Applications must be compiled according to the enclosed template (Annex A), providing all the information required.

Candidates must declare the following on the application form:

- name, surname and Italian tax identification code (*codice fiscale*), which will constitute the candidate's personal identification code;
- date and place of birth;
- nationality;
- if Italian, the municipality in which he/she is enrolled on the electoral register, or the reason why he/she is not registered on, or has been removed from, the electoral register;
- if not Italian, that he/she enjoys civil and political rights in his/her country of origin or residency, or the reason why he/she does not enjoy such rights and that he/she has adequate knowledge of the Italian language;
- that he/she has no criminal record, or any convictions he/she has received (also in the case of amnesty, remission, pardon or a pardon for juvenile offenders) or criminal proceedings which are pending against him/her;
- that he/she has not been dismissed for disciplinary reasons, removed or released from a job in a public administration due to persistently inadequate performance, or lost a civil service job because he/she gained it through the production of false documents or irremediably invalid documents;
- that he/she is in possession of the requirements specified in art. 2;
- his position concerning military service, only for male Italian citizens born before 1985;
- that he/she is physically able to carry out the work in question;
- that he/she is/is not in possession of titles that give right to preference or precedence, pursuant to art. 5 of Presidential Decree, as subsequently amended (Annex B);
- that he/she does not have a relationship of marriage [coniugio] or a degree of relationship or affinity up to and including the fourth degree with a professor belonging to the Department or the structure proposing the activation of the contract, or with the Rector, the General Manager or a member of the University Council;
- optional second European Union language choice for the interview (if indicated in art. 1 of the call);
- the residency or address, including postal code, to which any communications should be sent.

Candidates must enclose with the application:

- a copy of a valid identity document;
- a signed curriculum vitae, **pdf format**.

For foreign citizens who do not indicate an Italian tax identification code, one will be calculated by the University, for the sole purpose of inclusion in a database for the management of the selection procedure.

For works printed abroad, the date and place of publication must be indicated.

For works printed in Italy, it is necessary to provide proof of legal filing according to the methods indicated by Italian Law no. 106/2004 and the relative regulation issued with Italian Presidential Decree 252/2006.

If not originally published in English, French, German or Spanish, the publications must be submitted in their original languages with an accompanying translation into one of the aforementioned languages. The translated



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texts must be submitted in typewritten format, and their conformity to the original must be certified in accordance with the current applicable regulations.

Documents in languages other than English, French, German or Spanish must be accompanied by a certified Italian translation prepared by the competent diplomatic or consular mission, or by an official translator.

Pursuant to Law no. 104 of 5 February 1992, disabled candidates must explicitly request any assistance required and any extra time required for the interview in relation to their disability.

The Administration cannot be held responsible for the failure of communication due to the candidate having provided an incorrect address, the candidate not informing the administration of a change in the address indicated in the application form at all or in due time, nor for any postal errors or telegraphic malfunctions that are not attributable to the University Administration.

Art. 4 - EXAMINING COMMITTEE

The examining Committee is composed of three members with appropriate experience and competence in relation to the selection procedure, possibly from outside the University, in accordance with the principle of equal opportunities.

Art. 5 – SELECTION AND RANKING LIST

The selection is made by the examining Commission, composed as specified in art. 4 above, based on assessment of the candidates' curricula vitae and according to criteria established in advance by the Committee itself.

Depending on the number of applications, the Committee may make a preliminary selection of candidates admitted to interview on the basis of CVs and criteria established in advance by the Committee.

Individual candidates will receive a notice asking them to attend the interview at least fifteen days before it is to take place. This advance notice need not be given if all candidates explicitly agree in writing.

Candidates must bring their identity document to the interview.

EU citizens must bring their passport or identity card issued by their country of origin. Candidates from non-EU countries are required to bring only their passport.

At the end of each meeting the Committee writes up a report and, upon completion of the interviews, it draws up a ranking list of the candidates in decreasing order of merit according to the scores awarded.

Meetings of the Committee that do not require the presence of candidates may also be held in video conferencing.

The proceedings are approved by the General Manager, countersigned by the procedure manager, subject to their compliance with the rules. The ranking list is published on the University's website. The period for any appeals starts from the date of publication.

The whole procedure, from the publication of the call to the approval of the proceedings, must be completed within six months.

Art. 6 – EMPLOYMENT

Based on the ranking list the successful candidate will be offered a contract of employment as indicated in art. 1. This is without prejudice to the provisions of Legislative Decree no. 81/15.06.2015 as subsequently amended.

The job is regulated by the provisions in force concerning salaried employment, also in relation to the tax treatment, healthcare and social security contributions applicable to income from employment.

The contract of employment does not give any right to permanent employment as academic or technical/administrative staff at the University of Siena.

The employee is subject to the evaluation procedures provided for in the Sectorial and Supplementary National Collective Labour Agreements in force.



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Art. 7 - HANDLING OF PERSONAL DATA

In accordance with art. 13, par. 1 Legislative Decree no. 196 of 30 June 2003, personal data provided by candidates will be collected by the University of Siena for the purposes of managing the selection procedure and will be kept in an automated database also following the drawing up of any contract, for the purposes of managing said contract.

The provision of personal data is compulsory to permit the evaluation of participation requirements: failure to provide such details will result in exclusion from the selection process.

The interested party enjoys the rights provided in art. 7 of the abovementioned Legislative Decree, including the right of access to any data concerning himself/herself.

Such rights can be asserted against the *University of Siena – Via Banchi di Sotto 55 – 53100 Siena*, as data controller.

Art. 8 – PUBLICATION

This call is published: on the University's online noticeboard (<http://www.unisi.it>), on the web pages of the *Servizio Concorsi & Procedimenti Elettorali* (<http://www.unisi.it/ateneo/concorsi>), on the website of the Ministry for Education, University and Research (www.miur.it) and on the European Union portal (<http://ec.europa.eu/euraxess/>).

Art. 9 - SELECTION PROCEDURE

For the purposes set forth in Law no. 241 of 7 August 1990, the Manager of this selection procedure is the Head of this University's *Servizio Concorsi & Procedimenti Elettorali* (concorsi@unisi.it).

For any matters not covered by this call, the laws in force concerning competitions will apply to the extent to which they are compatible.

Siena, Date digital signature

The General Director
Emanuele Fidora

Endorsement
The Procedure Manager
Alessandro Balducci

ATTACHMENTS

- 1 Annex A - Application Form
- 2 Annex B - Differentiation of candidates with identical scores in the ranking list (Presidential Decree no. 487 of 9 May 1994, as subsequently amended)