



UNIVERSITÀ  
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SERVIZIO CONCORSI

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

**NOTICE OF PUBLIC SELECTION FOR THE RECRUITMENT OF A FIXED TERM TECHNOLOGIST PURSUANT TO ART. 24/BIS OF ITALIAN LAW NO. 240/2010 OF 30/12.2010 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 EU Regulation 2016/679 on the protection of personal data;
- 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 request dated 19.09.2018 by Prof. Alessandra VIVIANI, in charge of the IT4PRIMA CIPE funds, and the decision by the Board of Directors of the University Service Centre (Centro Servizi di Ateneo) Santa Chiara Lab dated 24.09.2018, in relation to activating a recruitment procedure for a fixed-term technologist, equivalent to category EP, economic position EP1, pursuant to art 24bis of Law 240/2010, for a duration of 24 months, on a full-time basis, for a total gross amount equal to € 100.233,68 (gross amount for the employer) with costs borne by external funds, for the position of **Responsabile eventi di disseminazione e attività formativa** as envisaged by the IT4PRIMA CIPE research project;
- Having regard to the Board of Directors' resolution of 26.10.2018, rep. no. 281/2018 prot. no. 173534 of 29.10.2018, which authorises the selection process for the recruitment of a fixed term technologist, pursuant to art. 24/bis of Italian law no. 240/2010 of 30.12.2010, at the University Service Centre (Centro Servizi di Ateneo) Santa Chiara Lab;



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- 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 a fixed-term technologist – pursuant to art. 24/bis of Italian Law no. 240 of 30/12/2010 at the University Service Centre (Centro di Servizio di Ateneo) called Santa Chiara Lab, for the position of **Responsabile eventi di disseminazione e attività formativa** as envisaged by the IT4PRIMA CIPE research project - Scientific and financial Head, Prof. Alessandra VIVIANI:

**UNIVERSITY SERVICE CENTRE (CENTRO SERVIZI DI ATENEO) SANTA CHIARA LAB**

Work program and Activities to be carried out	<ul style="list-style-type: none"><li>- Analyze the needs expressed and defines the main concept of the event;</li><li>- Realize the feasibility analysis and defines the project of the event;</li><li>- Organize and coordinates external actors if necessary for the preparation of the event and manages the logistical and organizational plan in every small detail;</li><li>- Evaluate and monitor the progress of the event;</li><li>- Support the activities of the research project for the training activities with planning, processing and management functions:<ul style="list-style-type: none"><li>a) Manage and promotion of innovative teaching initiatives on the theme "Sustainable Food Systems";</li><li>b) Design and creation of digital teaching;</li><li>c) Develop of the Open Badge to be applied to digital teaching activities and to the PRIMA project Observatory.</li></ul></li></ul>
Admission requirements	<ul style="list-style-type: none"><li>- Master's degree;</li><li>- Advanced level of proficiency in written and spoken English;</li><li>- Portfolio of national and local events in the cultural field and also in the agro-food sector;</li><li>- experiences and knowledge in training activities</li></ul>
Interview	<ul style="list-style-type: none"><li>- Management and resolution of problems related to complex events;</li><li>- Experiences in the field of organization of events on agro food</li><li>- experiences and knowledge in training activities</li></ul>
Commitment and salary	Full time - 24 months Salary corresponding to category EP, economic position EP1; total expenditure € 100.233,68 (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.



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Under art. 24-bis, par. 3 of Law no. 240 of 30 December 2010 as subsequently amended, those who entered into a fixed term contract of employment with the University as technologists for an overall period of five years, as provided for in art. 24-bis of Law 240/2010 itself, cannot apply for this selection procedure

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](mailto:rettore@pec.unisipec.it) or by email to [concorsi@unisi.it](mailto: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](mailto:rettore@pec.unisipec.it) - the date of the delivery receipt sent automatically by the system; for those sent by email: [concorsi@unisi.it](mailto:concorsi@unisi.it), the date 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* (tel. + 39 0577 23 5059/5060). 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;



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- 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;
- 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 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.



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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.

Art. 7 - HANDLING OF PERSONAL DATA

We hereby inform that the University of Siena will process the personal data provided by candidates in their application or communicated by candidates with application supplements. Data will be processed, in compliance with EU Regulation 2016/679 on the protection of personal data, for the purposes of selection procedure, possible assignment of job or employment, final ranking list (where foreseen in the competition notice).

The information note on processing of personal data is available at:

<https://www.unisi.it/ateneo/adempimenti/privacy>.

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 (<http://www.unisi.it/ateneo/concorsi>), on the website of the Ministry for Education, University and Research ([www.miur.it](http://www.miur.it)) and on the European Union portal (<http://ec.europa.eu/euraxess/>).



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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* (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

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)