



UNIVERSITÀ  
DI SIENA  
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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 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 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 request submitted on 20/09/2017 by Prof. Angelo Riccaboni, Chairman of the Steering Committee for the Santa Chiara Lab University Services Centre, concerning the launch of a recruitment process for a fixed-term technologist, economic position (EP) category 1, pursuant to art. 24bis of Italian Law no. 240/2010, for full-time employment over a period of 18 months, for a total amount of € 74,804.37 (gross employer), with the charges being borne by external funds, for the performance of research support activities for the IT4PRIMA project, for which Prof. Riccaboni serves as scientific coordinator;
- Having regard to the Resolution of the Santa Chiara Lab University Service Centre's Board of Directors of 02/10/2017;
- Having regard to the explanatory notes to the aforementioned resolution by the Director of the Santa Chiara Lab University Service Centre prot. no. 0132834 of 22/11/2017;



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- Having regard to the Board of Directors' resolution of 24/11/2017, rep. no. 236/2017 prot. no. 134919 of 27/11/2017, which authorises the aforementioned selection process;
- 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 – for the performance of research support activities for the IT4PRIMA project at the Santa Chiara Lab. University Service Centre:

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| <p>Activities to be carried out<br/><i>The selected individual will carry out the activities indicated to the side, assuming all the relative responsibilities.</i></p>                   | <ul style="list-style-type: none"> <li>- The activities to be carried out by the new professional figure will be related to the WP3 Capacity Building aspects of the CIPE (Ministerial Economic Planning Committee) project IT4PRIMA:             <ol style="list-style-type: none"> <li>1. external communication of the PRIMA programme;</li> <li>2. narration of the "PRIMA generation" activities present throughout the territories;</li> <li>3. periodic "story telling" with regard to the activities in progress and those completed;</li> <li>4. unique branding to which the name of reference cities will be linked.</li> </ol> </li> <li>- Definition and design of the PRIMA project's institutional communications;</li> <li>- Project management of the communication projects linked to the PRIMA programme;</li> <li>- Organisation of domestic and international PRIMA programme events;</li> <li>- Conception and management of the PRIMA programme's website and social media presence;</li> <li>- Management of relations with public and private stakeholders in the agro-food sector.</li> </ul> |
| <p>Prerequisites</p>  | <ul style="list-style-type: none"> <li>- Master's degree;</li> <li>- Good level of spoken and written fluency in English;</li> <li>- Good level of spoken and written fluency in a second European language;</li> <li>- In-depth knowledge of the main digital communication tools;</li> <li>- In-depth experience in the realisation of advertising campaigns</li> </ul>   |
| <p>Preferred qualifications</p>   | <ul style="list-style-type: none"> <li>- First or second-level specialising Master's degree in a subject relevant to the notice;</li> <li>- At least two years of certified professional experience in activities relevant to the notice</li> </ul>   |
| <p>Interview<br/><i>Following the interview, which will be partially conducted in English, the candidate will be given a score based on criteria predetermined by the Commission.</i></p> | <p>The interview will focus upon the candidate's knowledge of the main digital communication tools, experience in the realisation of advertising campaigns, experience in the organisation of domestic and international events, and ability to use computer tools to manage the PRIMA project's communications. The interview will be partially conducted in English and in the second European language indicated.</p> <p>A basic knowledge of the PRIMA programme will also be required.</p>   |



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| Duration and remuneration | Full time – 18 months – Annual salary corresponding to economic position (EP) category 1, amounting to € 29,880.09 (gross employee), plus a position allowance equal to € 5,400 (gross worker), for a maximum total annual expenditure of € 49,869.58 (gross employer), and total 18-month expenditure of € 74,804.37 (gross employer). The University shall bear all other recruitment-related charges. |
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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 to the Italian university system PhD 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 indicated below must be lodged by certified email to [rettore@pec.unisipec.it](mailto:rettore@pec.unisipec.it) or 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 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.



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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;
- second European language choice, for the purposes of the oral exam;
- 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.

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



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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 eighteen months contract of employment as indicated in art. 1.

This is without prejudice to the provisions of Legislative Decree no. 368 of 6 September 2001, 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

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



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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](http://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](mailto: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 Deputy General Director  
Giovanni Colucci

Endorsement  
The Procedure Manager  
Maria Bruni

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)