



UNIVERSITÀ  
DI SIENA  
1240

SERVIZIO CONCORSI E  
PROCEDIMENTI ELETTORALI

Provision of the General Manager

Classification: VII/1

Annexes n. 2

**CALL FOR APPLICATIONS FOR THE PUBLIC SELECTION OF 3 FIXED-TERM TECHNOLOGISTS  
PURSUANT TO ART. 24/BIS, LAW NO. 240 OF 30 DECEMBER 2010**

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 of General Director of 12.10.2016, prot. n 37536, related to the activation of procedures for the selection of three technologists called to conduct research support activities of PRIMA and PARTNERSHIP FOR RESEARCH AND INNOVATION IN THE MEDITERRANEAN AREA\_4PRIMA;
- Having regard to the decision of the Council of 2016.10.21 which authorized the publication of a call for applications for a public selection procedure to recruit 3 fixed-term technologists as specified above;
- 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";



UNIVERSITÀ  
DI SIENA  
1240

ORDERS AS FOLLOWS

ART. 1 – SUBJECT OF THE CALL

The following selection procedures for the recruitment of three technologists with temporary contract - ex art. 24/bis of Law no. 240 of 30.12.2010 - to conduct research support activities of PRIMA and PARTNERSHIP FOR RESEARCH AND INNOVATION IN THE MEDITERRANEAN AREA\_4PRIMA are called:

**POSITION A**

Activities to be done: <i>The person selected will be in charge of the activities alongside indicated, assuming the relative responsibilities.</i>	<ul style="list-style-type: none"><li>- Technical support to 4PRIMA manager in the preparation of reports/deliverables pertaining to UNISI partner;</li><li>- Support to 4PRIMA administrative manager in the development of research support activities, especially with reference to the organization of scheduled events foreseen by 4PRIMA project;</li><li>- Activities deriving from the kick-off of PRIMA project, to be carried out once the 4PRIMA project will be concluded.</li></ul>
Requirements	Degree in Economics
Job interview <i>To the interview, partly held in English, a score based on criteria predetermined by the evaluating commission will be assigned.</i>	The following elements will be object of evaluation: <ul style="list-style-type: none"><li>- Fluent English and French</li><li>- Knowledge of European Project Management</li></ul>
Commitment and remuneration	Part time 50% – 18 months – Salary corresponding to category D - salary scale 3, as well as the accessory pay provided for by the Supplementary Collective Labour Agreements to the extent obligatory, as well as a position-related variable payment for eighteen months. The University will pay all other contributions related to the contract of employment

**POSITION B**

Activities to be done: <i>The person selected will be in charge of the activities alongside indicated, assuming the relative responsibilities.</i>	<ul style="list-style-type: none"><li>- Definition of governance and establishment of “PRIMA IS” juridical implementation structure, included the support in the preparation of the relative statute;</li><li>- Support in the definition of international agreements with the third countries participating to PRIMA project (Egypt, Lebanon and Morocco);</li><li>- Definition of rules and procedures of the launch of calls;</li><li>- Participation to the definition of PRIMA strategic implementation plan;</li><li>- Participation and support in the coordination meetings;</li></ul>
Requirements	Degree in Law
Preferred Titles	Knowledge of spanish
Job interview	The following elements will be object of evaluation:



**UNIVERSITÀ  
DI SIENA**  
1240

<i>To the interview, partly held in English, a score based on criteria predetermined by the evaluating commission will be assigned.</i>	<ul style="list-style-type: none"> <li>- Fluent English and French</li> <li>- Knowledge of European Project Management and Project Management</li> </ul>
Commitment and remuneration	Full Time – 18 months – Salary corresponding to category D - salary scale 3, as well as the accessory pay provided for by the Supplementary Collective Labour Agreements to the extent obligatory, as well as a position-related variable payment for eighteen months. The University will pay all other contributions related to the contract of employment

**POSITION C**

<p>Activities to be done: <i>The person selected will be in charge of the activities alongside indicated, assuming the relative responsibilities.</i></p>	<ul style="list-style-type: none"> <li>- Support to the preparation of the scheduled Siena international conference, aimed to create an interface between private sector and research bodies for knowledge transfer and adoption of technological and organizational innovations by SMEs of agrifood value chains;</li> <li>- Support in the management of relationships with agrifood firms;</li> <li>- Preparation of the <i>Action Plan</i> for the involvement of companies on Mediterranean research and innovation issues;</li> <li>- Support to the definition of objectives, <i>topics</i> and actions related to the PRIMA thematic pillar “Mediterranean food value chain for regional and local development” aimed at the preparation of the strategic agenda and the relative implementation plan.</li> </ul>
Requirements	Degree in Economics and Business or Management Engineering or Political Sciences
<p>Job interview <i>To the interview, partly held in english, a score based on criteria predetermined by the evaluating commission will be assigned.</i></p>	<p>The following elements will be object of evaluation:</p> <ul style="list-style-type: none"> <li>- Fluent English</li> <li>- Knowledge of governance and management of business innovation processes</li> </ul>
Commitment and remuneration	Full Time – 18 months – Salary corresponding to category D - salary scale 3, as well as the accessory pay provided for by the Supplementary Collective Labour Agreements to the extent obligatory, as well as a position-related variable payment for eighteen months. The University will pay all other contributions related to the contract of employment

**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



UNIVERSITÀ  
DI SIENA  
1240

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.

Candidates must be in possession of the abovementioned requirements, including a declaration of the equivalence of any qualification gained abroad, by the deadline for applications for the selection procedure.

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.

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;
- 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 - to be checked by the competent Authority prior to the start of activities;



UNIVERSITÀ  
DI SIENA  
1240

- 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.

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.

Academic qualifications gained abroad must, as a rule, have been previously recognized in Italy according to the law in force on the subject (for information see the website of the Ministry for Education, University and Research: [www.miur.it](http://www.miur.it)).

Candidates who gained their academic qualifications abroad must, unless a different EU-level regulation has been introduced, provide details of the declaration of equivalence (issued in compliance with art. 38, Legislative Decree 165/2001) or details of academic recognition in their application.

In the absence of a declaration of equivalence or academic recognition, candidates can specify in the application that such documents have been applied for. In this case, candidates will be admitted to the selection procedure conditionally, it being understood that the declaration of equivalence or recognition of the academic qualification must be possessed at the time of employment.

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.



UNIVERSITÀ  
DI SIENA  
1240

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 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)).



UNIVERSITÀ  
DI SIENA  
1240

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 Manager

Marco Tomasi

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)



UNIVERSITÀ  
DI SIENA  
1240

**ANNEX A - APPLICATION FORM**

**The General Manager  
University of Siena  
Via Banchi di Sotto, 55  
53100 SIENA**

I, the undersigned, \_\_\_\_\_ born in \_\_\_\_\_ on \_\_\_\_\_,  
Italian Tax Identification Code no. \_\_\_\_\_, resident in \_\_\_\_\_  
\_\_\_\_\_ (full address, including postal code)  
tel. \_\_\_\_\_ Mobile \_\_\_\_\_ e-mail \_\_\_\_\_

**ask**

to be admitted to the public selection procedure for the recruitment of n. 3 fixed-term Technologists (Position A, Position B, Position C), – pursuant to art. 24/bis, Law no. 240/30.12.2010 – called to conduct research support activities of PRIMA and PARTNERSHIP FOR RESEARCH AND INNOVATION IN THE MEDITERRANEAN AREA\_4PRIMA, University of Siena, Index no. \_\_\_\_\_ of \_\_\_\_\_, Position \_\_\_\_\_. (indicate the Position A, B or C)

To this end I declare that:

1. I am a \_\_\_\_\_ citizen; (a)
2. I am listed in the electoral registers of the municipality of \_\_\_\_\_ (for Italian nationals); (b)
3. I enjoy civil and political rights in my country of origin or residence (for foreign citizens); (c)
4. I have no criminal record; (d)
5. I possess the requirements under art. 2 of the call for applications;
6. I am in the following situation as regards military service \_\_\_\_\_ (e);
7. I am physically capable of doing the job;
8. I have 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 having obtained it by producing false documents or invalid documents that cannot be rectified;
9. I do not have a relationship of marriage or a degree of kinship or affinity, up to and including the fourth degree, with a professor from the department or structure proposing the contract's activation, or with the Rector, the Administration Manager or a member of the University Council;
10. I am/am not (strike through where inapplicable) in possession of titles that give right to preference or precedence, pursuant to art. 5 of Presidential Decree, as subsequently amended (Annex B);
11. communications relating to the competition should be sent to the following address (full address):  
\_\_\_\_\_ tel.  
\_\_\_\_\_ mobile \_\_\_\_\_ e-mail \_\_\_\_\_
12. I undertake to give timely notice of any change in my contact details.

I, the undersigned \_\_\_\_\_ attach to this application:

- copy of an identity document;
- signed curriculum vitae.

Date, \_\_\_\_\_

Signature \_\_\_\_\_

- (a) Indicate possession of Italian citizenship or citizenship of one of the member states of the European Union. Citizens of other countries must be in possession of the requirements set forth in art. 2, paragraph 1 of the Call.
- (b) If you are not registered on or have been removed from the electoral register, indicate the reason(s) why.
- (c) If you do not enjoy such rights, indicate the reason(s) why.
- (d) If you do have a criminal record, indicate the convictions received (also in the case of amnesty, remission, pardon or a pardon for juvenile offenders) or criminal proceedings pending against you.
- (e) To be compiled only by male Italian citizens born in or before 1985.





UNIVERSITÀ  
DI SIENA  
1240

CURRICULUM VITAE

I the undersigned

Surname \_\_\_\_\_ Name \_\_\_\_\_ Tax ID \_\_\_\_\_

(women should give their maiden name)

born in \_\_\_\_\_ prov. \_\_\_\_\_ on \_\_\_\_\_ sex \_\_\_\_\_

Aware of the penal sanctions applicable in the event of false declarations, the production or use of false deeds, as referred to in article 76 of D.P.R. 445 of 28 December 2000

Date, \_\_\_\_\_

Signature \_\_\_\_\_



UNIVERSITÀ  
DI SIENA  
1240

**ANNEX B**

**Differentiation of candidates with identical scores in the ranking list**  
(Presidential Decree no. 487 of 9 May 1994, as subsequently amended)

Among candidates with identical scores in the ranking list, preference will be given to the following candidates:

1. those decorated with a medal for military valour;
2. disabled servicemen/women;
3. those disabled as a consequence of war;
4. those disabled while serving in the public or private sector;
5. war orphans;
6. orphans of people who died as a consequence of war;
7. orphans of people who died while serving in the public or private sector;
8. those wounded in action;
9. those decorated with a war (distinguished service) cross or other special award for merit in war, as well as heads of large families;
10. the children of disabled servicemen/women;
11. the children of people disabled as a consequence of war;
12. the children of people disabled while serving in the public or private sector;
13. widow or widower parents who have not remarried, spouses who have not remarried and the widow, widower or unmarried siblings of those who died in action;
14. widow or widower parents who have not remarried, spouses who have not remarried and the widow, widower or unmarried siblings of those who died as a consequence of war;
15. widow or widower parents who have not remarried, spouses who have not remarried and the widow, widower or unmarried siblings of those who died while serving in the public or private sector;
16. those who have served as combatants;
17. those who have served in any way, without demerit, for no less than a year, in the administration that issued the call for applications;
18. married or unmarried parents, according to the number of dependent children;
19. disabled people;
20. voluntary servicemen of the armed forces discharged without demerit at the end of their term of service or re-enlistment.

Among candidates with identical scores in the ranking list and qualifications, preference is given to the candidate who:

- has a greater number of dependent children, whether the candidate is married or not;
- has served commendably in a public administration;
- is younger than the other candidate.