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SERVIZIO CONCORSI E  
PROCEDIMENTI ELETTORALI

Provision of the General Manager – Index no. **962/2015**  
Register No. **33726-VII/1** Date: **10 SET. 2015**

**CALL FOR APPLICATIONS FOR THE PUBLIC SELECTION OF A FIXED-TERM TECHNOLOGIST - PURSUANT TO ART. 24/BIS, LAW NO. 240 OF 30.12.2010 – WITH A RENEWABLE 18-MONTH CONTRACT, SALARY CATEGORY “EP” – SALARY SCALE EP1 - FOR PROJECT MANAGEMENT OF THE UN SDSN MED AND MED RIM PROJECTS, AT THE UNIVERSITY OF SIENA.**

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 rules 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 official bulletin no. 69;
- Having regard to Legislative Decree no. 196 of 30 June 2003 concerning 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 Law 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 Rector’s Decree no. 1067 of 24 July 2015 authorizing “...the publication of a call for applications for a public selection to recruit a fixed-term technologist, pursuant to art. 24/bis of Law 240/2010, with a salary corresponding to category EP1, for a renewable period of 18 (eighteen) months, for the performance of project management of the *UN SDSN MED and MED – RIM* projects”;
- Considering that, in accordance with the above-mentioned decree no. 1067/2015, the cost relating to the technologist’s remuneration will be covered by project 460-2015-TM-ALTRPROVAT\_001”;
- Having acknowledged that the above-mentioned decree no. 1067/2015 will be sent for ratification to the Council at the first available meeting;
- Having regard to the judgement of the Council of State no. 1270 of 4 March 2013 which also includes the state of marriage as a genetic situation relating to “a degree of kinship or affinity up to and including the fourth degree”



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ORDERS AS FOLLOWS

ART. 1 – SUBJECT OF THE CALL

- A public selection procedure is hereby announced for the recruitment of a fixed-term Technologist - pursuant to art. 24/bis, Law no. 240 of 30 December 2010 – with a renewable eighteen-month contract, salary category “EP” – salary scale EP1 (assumed cost, gross to the employer, € 85,500.00), for the project management of the *UN SDSN MED and MED – RIM* projects at the University of Siena.

The person selected must support the project coordinators in the strategic and operational management of the projects; ensure coordination with the teams; collaborate with the researchers to manage relations with partners and build and manage relations with institutions in the Mediterranean basin; manage the budgets for the various activities; support new Network initiatives; be a point of reference for the projects’ governing bodies; provide support in seeking European funds, in the management of agreements and in reporting; organize activities for the annual project conferences.

Candidates must possess adequate scientific knowledge and have an advanced level of fluency in written and spoken English and French.

The possession of a PhD will be considered an advantage.

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, as well as nationals of third countries in possession of a long term EU residency permit, or who have refugee status or subsidiary protection, who have a second cycle degree (laurea magistrale) or equivalent qualification can 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 having obtained it by producing false documents or invalid documents that cannot be rectified, cannot apply.

In addition, those who have a marriage relationship or 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 General Manager or a member of the University Council cannot apply.

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

The council can, at any time and by reasoned decision, exclude candidates from the selection procedure due to failure to meet the requirements.

Art. 3 - APPLICATION PROCEDURE AND DEADLINE

Applications, drawn up on unstamped paper, must be addressed to the Direzione Generale, c/o Servizio Concorsi & Procedimenti Elettorali, Università degli Studi di Siena, Via Banchi di Sotto 55, 53100 Siena, and may be delivered by hand or sent by post by recorded delivery with return receipt, or sent by certified email



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sent exclusively from a certified email account), email or fax, by the deadline of 10 OTT. 2015.

Proof of receipt will be considered to be as stated here: for applications delivered by hand - the receipt issued by the University's Servizio Concorsi & Procedimenti Elettorali; for applications sent by post - the date stamp of the accepting Post Office; for applications sent by certified email to [rettore@pec.unisipec.it](mailto:rettore@pec.unisipec.it) - the date of the return receipt sent automatically by the certified email service provider; for applications sent by email to [concorsi@unisi.it](mailto:concorsi@unisi.it) or by fax to 0577 232227 – the date on which the University terminal receives the application. The University administration declines any responsibility for the non-receipt of applications due to third party liability. To check whether an application has been received and has been duly completed, candidates can contact the University's Servizio Concorsi & Procedimenti Elettorali on the following numbers: 0577 232303 - 232266 - 232228.

N.B. Applications must be accompanied by a copy of the candidate's identity document, in accordance with art. 38 of Presidential Decree no. 445 of 28 December 2000.

Applications must be filled in according to the attached template (Annex A), and include all the information required.

Candidates must, under their own responsibility, declare the following on the application form:

- name, surname and Italian tax identification code which will constitute the candidate's personal identification code;
- date and place of birth;
- nationality;
- if Italian, the municipality in which the candidate is enrolled on the electoral register, or the reason why they are not registered on, or have been removed from, the electoral registers;
- if not Italian, that the candidate enjoys civil and political rights in their country of origin or residency, or the reason they do not enjoy such rights;
- that they have no criminal convictions, or any criminal convictions they may have received (even if they have been granted amnesty, remission, pardon or a pardon for juvenile offenders) or any criminal proceedings pending against them;
- that they 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;
- that they are in possession of the requirements specified in art. 2;
- their position as regards military service, only for male Italian citizens born before 1985;
- that they are physically capable of carrying out the activity concerned; this requirement must be checked by the competent Authority prior to the start of the activities;
- the residence or address, including the postal code, to which communications should be sent;
- that they 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 General Manager or a member of the University Council.

The candidate must enclose the following documents with their application:

- a copy of their valid identity document;
- a signed curriculum vitae.

The University will calculate a tax identification code for those foreign citizens who do not provide one, for the sole purpose of inclusion in the database for the management of the selection procedure.



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In general, academic qualifications gained abroad must 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)).

Where there are no applicable EU regulations, candidates who have gained their academic qualification abroad must, in their application, provide details of the declaration of equivalence (issued in compliance with art. 38, Legislative Decree 165/2001) or details of academic recognition.

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

In accordance with Law no. 104 of 5 February 1992, disabled candidates must explicitly request any assistance and any additional time they might require for the interview in relation to their disability.

The administration shall not assume responsibility for the impossibility of communicate with the candidate as a result of the candidate having provided an incorrect address, failing to inform the administration of a change in the address indicated in the application form or informing it late, or for any postal or telegraphic errors and malfunctions that are not attributable to the University Administration.

## Art. 4 – EXAMINING BOARD

The Examining Board is made up of three members, including also from outside the University, with appropriate experience and competence in relation to the selection procedure, in accordance with the principle of equal opportunities

## Art. 5 – SELECTION AND RANKING LIST

The selection is made by the Examining Board, as specified in art. 4 above.

Based on the number of candidates and on their curricula vitae the Board can make a pre-selection, and identify the candidates to admit for interview according to pre-established criteria.

During the interview, which will be held in English, French and Italian, candidates will be awarded a score according to criteria established in advance by the Board.

The selection procedure will seek to identify:

- excellent relationship skills and experience in dealing with foreign institutions;
- strong organizational skills, also with regard to the organization of international events and meetings;
- knowledge of the subject of the contract, or at least of its fundamental aspects;
- competence in European Funding and Project Design, project management and reporting.

Notices will be sent to individual candidates inviting them to attend interview at least ten days before the interview takes place. This advance notice need not be given if all candidates explicitly agree to forgo it in writing.

Candidates must bring a suitable piece of identification to the interview.

EU citizens must bring their passport or piece of identification issued by their country of origin. Candidates from non-EU countries only need to bring their passport.

At the end of the meeting, the Board prepares a report and, upon completion of the interviews, draws up a ranking list of the candidates in decreasing order of merit according to the scores achieved.

Meetings of the Board that do not require the presence of candidates can also be held remotely.



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The proceedings are approved by the General Manager, countersigned by the Procedure Manager, after verifying their compliance. 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 publication of the call to approval of the proceedings, must be completed within six months.

Art. 6 – EMPLOYMENT

Based on the ranking list, the successful candidate will be offered an eighteen-month contract of employment, renewable only once and for a maximum of a further three years. This is without prejudice to the provisions of Legislative Decree no. 368 of 6 September 2001, as subsequently amended.

The employment relationship is regulated by the provisions in force on salaried employment, also as concerns tax treatment and healthcare and social security contributions applicable to employment income.

The contract of employment does not entitle the successful candidate to a permanent academic or technical-administrative position at the University of Siena.

The employee will be paid a salary corresponding to category "EP" – salary scale EP1, in addition to receiving the mandatory supplementary financial treatment provided for by the Supplementary Collective Agreements, and a variable allowance, for 18 months. The University will pay all other contributions related to the employment.

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

Art. 7 – PROCESSING OF PERSONAL DATA

In accordance with art. 13, par. 1 Legislative Decree no. 196 of 30 June 2003, personal data provided by the 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 the contract, for contract management purposes.

The provision of personal data is compulsory for the purposes of evaluating the participation requirements, on penalty of exclusion from the selection procedure.

The interested party enjoys the rights provided in art. 7 of the above-mentioned Legislative Decree, including the right to access any of their personal data.

Said rights can be asserted against the University of Siena – Via Banchi di Sotto 55 – 53100 Siena, in its capacity as data controller.

Art. 8 – PUBLICATION

This call for applications 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-e-gare/concorsi-assegni-di-ricerca>), 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 – REFERENCE TO SELECTION PROCEDURE

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

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

Siena, 10 SET. 2015

General Manager  
Marco Tomasi



Approved by  
Procedure Manager  
Maria Bruni