



UNIVERSITÀ
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UFFICIO PROGRAMMAZIONE
RUOLI E RECLUTAMENTO

Provision of the General Manager
Classification: VII/1
Annexes n. 0

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, CAT. D3 –PART TIME, AT THE SANTA CHIARA LAB UNIVERSITY SERVICES CENTRE

THE GENERAL MANAGER

- Having regard to the Statute of the University of Siena issued by Rectoral Decree no. 164/2012 of 7 February 2012, as amended and supplemented by Rectoral Decree no. 93/2015;
- 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 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 legislative decree no. 82 dated 7 March 2005, "Code for digital administration", as amended and supplemented;
- Having regard to legislative decree no. 198 dated 11 April 2006, "Code for equal opportunities";
- Having regard to Presidential Decree no. 189 dated 30.07.2009, "Regulations concerning the recognition of academic qualifications";
- Having regard to legislative decree no. 150 dated 27 October 2009, concerning performance, efficiency and transparency in Public Administration;
- Having regard to Law no. 240 of 30 December 2010 and in particular art. 24/bis "Fixed-term Technologists";
- Having regard to the Code of Ethics of the University of Siena Community, issued through Rectoral Decree. no. 1381 dated 28.07.2011;



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- Having regard to law no. 183 of 12.11.2011, and in particular art. 15 “Norms in matters concerning certificates and declarations in lieu of certificates and the ban on introducing, in the transposition of EU directives, other obligations in addition to those specified in the directives themselves”;
- Having regard to Law no. 190 dated 06.11.2012 regarding “Provisions for preventing and suppressing corruption and illegality in public administrations”;
- 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 EU Regulation 2016/679 on the protection of personal data, to legislative decree no. 196/2003 and to legislative decree no. 101/2018;
- Having regard to the Law no. 145/2018, and in particular art. 1 comma 361 and comma 365 concerning the validity of the waiting lists;
- Having regard to the Law no. 160/2019, and in particular art. 1 comma 147, comma 148 and comma 149 concerning the validity of the waiting lists;
- Having regards to the Legislative Decree no. 18 dated 17 March 2020, the Legislative Decree no. 22 dated 08 April 2020 and the Prime Minister Decrees dated 26 April 2020 concerning the COVID-19 emergency;
- Having regard to the decisions of the Board of the Directors of the University Service Centre called Santa Chiara Lab of 30.03.2020. rep. no. 17/2020 register no. 66790, of 17.04.2020, regarding the launch of a recruitment process for a fixed-term technologist (24 months), pursuant to art. 24/bis of Law 240/2010, part time (83,33%), with a salary corresponding to category D3;
- Having regard to the Board of Directors’ resolution of 24.04.2020, rep. no. 87/2020, register no. 71887 of 27.04.2020, which authorises the selection process for the recruitment of fixed term technologist, pursuant to art. 24/bis of Italian law no. 240/2010 of 30.12.2010, at the University Service Centre Santa Chiara Lab;

ORDERS THE FOLLOWING

ART. 1 – SUBJECT OF THE NOTICE

The following selection procedures are announced for the recruitment of a fixed-term technologist – pursuant to art. 24/bis of Italian Law no. 240 of 30/12/2010:

UNIVERSITY SERVICE CENTRE SANTA CHIARA LAB

<u>N. 1 POSITION</u>	
At:	University Service Centre called Santa Chiara Lab
Research Project:	“Institute for Global Health” strategic project aiming at promoting and supporting, in a multidisciplinary perspective, activities of open innovations, capacity-building and advanced training for the improvement of public health at global level
Research Project Head	Prof. Emanuele Montomoli
Work program and Activities to be carried out	- Logistic and organizational coordination of advanced education and training activities (Master courses, Summer Schools, Specialized



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	<p>Courses), support to research activities about epidemiology and vaccine preventable infective diseases;</p> <ul style="list-style-type: none"> - Analysis of expressed needs and definition of events activities (session schedules, organization of curricular internships, linguistic support to students in case of necessity); - Organization and management of project administrative and financial activities with organization and coordination of external actors (speakers, economic operators, auditing parties); - Drafting, correction and supervision of technical and administrative reports and support to the PI about possible project risks and definition of a potential contingency plan ; - Planning of project activities and monitoring of project implementation and progress; - Participation in project meetings and support to the drafting of Master Board’s minutes; - Management of relations with project international partners and funding institutions through the monitoring in compliance with contractual conditions; - Budget management and resource allocation, with the identification of administrative processes workflow, and support to the administrative and financial closure
Admission requirements	<ul style="list-style-type: none"> - Italian second cycle Degree or equivalent academic title achieved abroad - Excellent spoken and written level of the English language corresponding to level C1 of the European Framework of Reference for Languages - Good spoken and written level of two other languages of the European Union, corresponding to level B2 of the European Framework of Reference for Languages - Proven experience in management and reporting of projects financed by international funding bodies - Proven experience in organizing and coordinating higher education activities - Flexibility in managing problems with a strong problem solving attitude - Teamwork experience in an interdisciplinary and international environment.
Interview	<p>The interview will be aimed at verifying the technical, professional and linguistic skills and competences useful for carrying out the specific technical and administrative support activities to the project.</p>
Commitment and salary	<p>Part time (83,33%) – 24 months Salary corresponding to category “D”, economic position “D3”; total expenditure € 69.994,00 (gross amount for the employer) for 24 months</p>



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ART. 2 – ADMISSION REQUIREMENTS

1. 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.

2. **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 a declaration indicating that the equivalence 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 of his/her qualifications at the time of recruitment.**

For further information please consult the following website

<http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>

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

4. **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.

5. The following people cannot apply: people with 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.

6. 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

7. Moreover, 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, cannot apply for this selection procedure.

8. The lack of the payment of the contribution pursuant art. 3 co. 7, within the term stated in art. 3 co. 1 will lead to the disqualification of the applicant. The lack of the signature on the application will lead to the disqualification of the applicant.

Art. 3 - APPLICATION PROCEDURE AND DEADLINE

1. Applications for admission to the procedures and the documents indicated below, **in pdf (size limit: 30 MB for every single PDF file)**, must be lodged within 20 days after the date of publication of this call on the University's online noticeboard ("DEADLINE") and on the University's website <https://www.unisi.it/ateneo/concorsi> by using the application <https://pica.cineca.it/unisi>.

2. The application must be lodged ONLY by using the above mentioned application "PICA"; other ways of applying are not allowed, leading to the disqualification of the applicant. Additions or modifications to the application are not allowed after the deadline stated in comma 1.



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3 For technical problems concerning the application PICA please contact unisi@cenea.it

4. The applicant will receive an e-mail after the successful submission of the application, including a confirmation and an ID number. The applicant will be able to check her/his successful submission and its recording in the register by logging into PICA. The lack of the signature on the application will lead to the disqualification of the applicant.

5. Candidates must declare on the application form, under their own responsibility, the truthfulness of all the information given by filling-in the on-line PICA form (personal information, qualifications/admission requirements, declarations, request of assistance, attachments, publications and any other informations requested).

6. It is highlighted that candidates must declare the following on the application form:

- 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, 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. 1;
- 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; the administration reserves the right to have winners undergo a physical examination, pursuant to the laws in force;
- that he/she is/is not in possession of titles that give right to preference or precedence, pursuant to art. 5 of Presidential Decree no. 487/94, as subsequently amended;
- that he/she does not have a degree of relationship or affinity up to and including the fourth degree with a professor belonging to the Department 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, and email address to which any communications should be sent.

The applicant furthermore declare that:

- to be perfectly aware that the Commission will be appointed by decree of the General Director, published, with the validity of notification, on the online Bulletin Board ("Albo on line") and on the University of Siena website;
- to be perfectly aware that the criteria established by the Commission and the list of eligible applicants, identified by id number, will be published, with the validity of notification, on the online Bulletin Board ("Albo on line") and on the University of Siena website;
- to be perfectly aware that the date and time of the interview (in video conferencing if necessary), will be published, with the validity of notification, on the online Bulletin Board (Albo on line) and on the University of Siena website at least 15 days prior to the set date;



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- to be perfectly aware that the Decree of Approval (*Approvazione atti*), will be published, with the validity of notification, on the online Bulletin Board (*Albo on line*) and on the University of Siena website;
- to be perfectly aware that every change of residence and/or contact number and/or e-mail address must be promptly notified to the Planning and Recruiting Office (*Ufficio programmazione e reclutamento*);

It is important to highlight that non-Italian applicants will have to declare to have adequate knowledge of the Italian language.

7. Presentation of titles and publications. The following documents, in pdf, must be included with the application:

- a signed and dated curriculum vitae containing a list of the candidate's qualifications, scientific publications and other activities.
- any scientific publications and related signed list;
- copy of a valid identity document, pursuant art. 38 of D.P.R. no. 445 of 28.12.2000;
- evidence of payment of € 10,00 (EUR 10) non-reimbursable, to cover the cost of the Recruitment Process.

The payment must be made in one of the following ways:

- **Pago PA UNISI**
- by bank transfer to the following account number or IBAN:

IBAN: IT 79 R 03111 14200 000000001264

BIC/SWIFT CODE: BLOPIT22

Please indicate the following reference: "CONCORSO Tecnologo T.D. 1 posto CSA Santa Chiara Lab".

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

9. 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.

10. If not originally published in Italian, 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.

11. Documents in languages other than Italian, 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.

12. Pursuant to Law no. 104 of 5 February 1992, disabled candidates must explicitly request any assistance required.

13. 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.



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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

1. 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.
2. 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.
3. A notice regarding the date of the interview will be published on the Bulletin Board ("Albo on-line") at least fifteen days before it is to take place. This advance notice need not be given if all candidates explicitly agree in writing.
4. Candidates must bring their identity document to the interview.
5. 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.
6. 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.
7. Meetings of the Committee, included the interview, will be held in video conferencing if necessary, due to the COVID-19 emergency.
8. The proceedings are approved by the General Director, countersigned by the procedure manager, subject to their compliance with the rules. The ranking list is published on the University's website <https://www.unisi.it/ateneo/concorsi> and on the University's online noticeboard, with the validity of notification. The period for any appeals starts from the date of publication.
9. The whole procedure, from the publication of the call to the approval of the proceedings, must be completed within six months.

Art. 6 – EMPLOYMENT

1. Based on the ranking list the successful candidate will be offered a contract of employment as indicated in art. 1.
2. 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.
3. The contract of employment does not give any right to permanent employment as academic or technical/administrative staff at the University of Siena.
4. The employee is subject to the evaluation procedures provided for in the Sectorial and Supplementary National Collective Labour Agreements in force, as well as stated in the applicable Job Performance Measurement and Evaluation System (SMVP).



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Art. 7 - HANDLING OF PERSONAL DATA

1. 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 and with to Legislative Decree no. 196/2003 as subsequently amended, for the purposes of selection procedure, possible assignment of job or employment, final ranking list (where foreseen in the competition notice).
2. The information note on processing of personal data is available at:
<https://www.unisi.it/ateneo/adempimenti/privacy>.

Art. 8 – PUBLICATION

1. This call and the acts cited in art. 3, co. 6 lett. a), b), c), d), e), are published: on the University's website (<https://www.unisi.it/ateneo/concorsi>) and on the University's online noticeboard (<http://www.unisi.it>),
2. This call is also published: 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

1. 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 *Ufficio programmazione ruoli e reclutamento* (concorsi@unisi.it).

Siena, Date digital signature

The General Director
Emanuele Fidora

Endorsement
Procedure manager
Clara Pluchino