PUBLIC SELECTION NOTICE FOR THE RECRUITMENT OF N. 1 FIXED-TERM TECHNOLOGIST PURSUANT TO ART. 24-BIS OF LAW 30.12.2010, N. 240/2010, - RESEARCH AND GRANTS MANAGEMENT DIVISION

THE DIRECTOR

− Having regard to the current Statute of the University of Siena.
− having regard to Law no. 241 of 7.08.1990 and subsequent amendments, laying down rules on administrative procedures.
− having regard to Law no. 104 of 05.02.1992 and subsequent amendments Law no. 68 of 12.03.1999 on "Rules for the right to work of the disabled".
− having regard to Presidential Decree no. 487 of 09.05.1994 and subsequent amendments, laying down rules on access to employment in public administrations and the procedures for conducting competitions, single competitions, and other forms of recruitment in public employment.
− having regard to D.P.C.M no. 174 of 07.02.1994 laying down rules on access to public administration jobs for citizens of the Member States of the European Union.
− having regard to Presidential Decree no. 445 of 28.12.2000 and subsequent amendments thereof, containing the consolidated text of the legislative and regulatory provisions on administrative documentation.
− having regard to Legislative Decree no. 165 of 30.03.2001 and subsequent amendments, laying down general rules on the organization of work employed by public administrations.
− having regard to Law no. 240 of 30.12.2010 and subsequent amendments, and in particular art. 24-bis on "Fixed-term technologists".
− having regard to the Code of Ethics of the University Community of the University of Siena, issued by Presidential Decree no. 1381 of 28.07.2011.
− having regard to the University Regulations for the discipline of fixed-term technologists, pursuant to art. 24-bis of Law no. 240/2010 issued by Presidential Decree no. 915 of 27.06.2013 and subsequent amendments.
− having regard to the University Regulations governing the procedures for the recruitment of technical and administrative staff with open-ended and fixed term contracts, issued by Rector's Decree no. 1903/2021 of 12.10.2021.
− having regard to the Regulation on the processing of personal data in implementation of EU Regulation 2016/679 and Legislative Decree 196/2003, issued with D.R. no.rep. 56/2022 prot. no. 14879 of 13.01.2022.
− having regard to the resolution of the Board of Directors of 25.03.2022 prot. no. 79047 of 28.03.2022, with which the public selection procedure for the recruitment of a fixed-term technologist is authorized, pursuant to art. 24 bis of Law 240/2010, economically equivalent to category D3, for the
duration of 36 months (about 3 years), with full time profile, at the Research and Grants Management Division.
- financial coverage having been ascertained by the competent offices.
- considering that to date there are no rankings with a profile similar to the one sought.

ORDERS

**Art. 1 – Subject**

1. The selective procedure for the recruitment of 1 (one) **Technologist** for a fixed term pursuant to art. 24-bis of Law 30.12.2010 no. 240, as specified below.

| Position features | 1 Technologist  
|                  | Duration of the contract: 36 MONTHS  
|                  | Full-time commitment (100%)  
| Venue            | Siena, Research and Grants Management Division  
| Research project in which the technologist will provide support | The Research and Grants Management Division represents the reference point within the Research, Libraries, Internationalization and Third Mission Area for the identification of funding opportunities, development of a competitive project, configuration of planning methods, management and reporting of funding and orientation of research activities. The recruited figure will give assistance in the activities of support for the design and management of transversal research initiatives on several competitive calls published by national and European bodies. In particular, the figure will deal with the initiatives related to the Horizon Europe program and the National Recovery and Resilience Plan, assisting the RGMD (Research and Grants Management Division) team in scouting and supporting the research staff of the various Departments during the writing of project proposals such as the definition of the budget, ethical aspects, aspects related to Open Science, project management and Dissemination and Divulgation activities. The figure will also be called upon to provide support on the contractual aspects of research and on the issues of intellectual property management.  
| Research Project Manager | Dott. Guido Badalamenti  
| Work programme and specific functions | The technologist will give assistance in the activities of support for the design and management of transversal research initiatives on several competitive calls published by national and European bodies. In particular, the figure will deal with the initiatives related to the Horizon Europe program and the National Recovery and Resilience Plan, assisting the RGMD team in scouting and supporting the research staff of the various Departments during the writing of project proposals such as the definition of the budget, ethical aspects, aspects related to Open Science, project management and Dissemination and Divulgation activities.  

Divulgation activities. The technologist will also be called upon to provide support on the contractual aspects of research and on the issues of intellectual property management. In particular, it will manage the following activities:

- With the Manager's coordination, promotion of the participation of research groups in international networks, in agreement with the RGMD staff.
- Funding opportunities screening and their promotion among members of research teams, also through information and training events.
- Matching between research groups expertise and available funding opportunities.
- Providing support to the drafting of project proposals, in particular regarding the setting of the structure, the parts related to management, the impact of the project and dissemination, and transversal issues (e.g., ethics, open science, gender).
- Providing support to the creation, consolidation, and management of the partnership.
- Providing support during the definition of project agreements on aspects related to the participation of the University, the protection of pre-existing project knowledge and the enhancement of any results achieved.
- Providing support to the monitoring, reporting and definition of financial and technical reports.
- Providing support during the audit phase by the funding bodies.

### Admission requirements

Bachelor's degree (Laurea V.O.) (before D.M. 509/99) or Specialized Bachelor's degree (Laurea Specialistica)(LS) ex D.M. 509/99 or master's degree (Laurea Magistrale) (LM) ex D.M. 270/2004.

### Required knowledge and skills

At least three years' project management experience documented by reference to specific projects the candidate has worked on within the EU (e.g., FP7, Horizon 2020 and Horizon Europe, INTERREG initiatives). LIFE, Joint Programming Initiatives, European Joint Programmes) and within the framework of national research programming, with the acquisition of the following skills:

- management of the financial aspects of research projects also with reference to the coordination of partner institutions.
- control of the expenditure management phases, monitoring, reporting and support during the audit phase.
- management of relations with funding bodies and partner institutions.
- coordination of the reporting processes of European and international, national, and regional funding (Structural Funds).
- monitoring of the progress of projects during technical-scientific and financial reviews.
- management of project contracts (e.g., Grant Agreement or Decrees of admission to financing; Agreements between partners; Project IPR management).
- coordination of support for verification processes by funding bodies.
- monitoring of national and international networking opportunities with attention to strategic partnerships for research and the reorganization of European partnerships in the 2021-2027 programming.

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<tr>
<th>Knowledge of foreign languages</th>
<th>Excellent knowledge of English (written and spoken) and possibly of a second language</th>
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<tr>
<td>Selective procedure</td>
<td>Assessment of the curriculum vitae and an oral exam partially conducted in English.</td>
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<tr>
<td>Salary</td>
<td>Economic treatment corresponding to cat. D - economic position D3 - for a total of € 41,193.63 (annual employer's gross).</td>
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**Art. 2 - Admission to the selection**

1. In order to be admitted to the selection process, the following requirements must be fulfilled:

   a. **Educational qualification**: candidates must be in possession of one of the qualifications indicated in the detailed sheet of Article 1 (Admission requirements). Candidates in possession of a qualification obtained abroad must attach the decree of equivalence issued pursuant to art. 74 of Presidential Decree no. 382/1980 or the determination of equivalence issued pursuant to art. 38 of Legislative Decree no. 165/2001 and subsequent amendments. Candidates without the equivalence/validation of the qualification will be admitted to the procedure with reserve, it being understood that the determination of equivalence of the qualification must be held at the time of recruitment. At the following internet address, you can currently find the forms and information for the request for equivalence of the foreign qualification: [http://www.funzionepubblica.gov.it/strumenti-econtrolli/modulistica](http://www.funzionepubblica.gov.it/strumenti-econtrolli/modulistica).

   b. **European Community citizenship.** Participation is also open to:

      i. family members of EU citizens who are not nationals of an EU member state, who have the right of residence or the right of permanent residence.

      ii. holders of refugee status or of a person otherwise in need of international protection, or subsidiary protection status pursuant to Legislative Decree no. 251/2007.

      iii. non-EU family members of the holder of subsidiary protection status present on the national territory who individually are not entitled to this status, pursuant to art. 22, paragraphs 2 and 3 of Legislative Decree no. 251/2007.

      iv. non-EU citizens in possession of one of the residence permits provided for by the current immigration regulations that allow the stipulation of an open-end employment contract at the public administration.

Citizens of the Member States of the European Union or their family members or third-country nationals referred to in the previous period, for the purpose of access to public administration positions, must meet the following requirements:

- Exercise of civil and political rights in their countries of citizenship.
- Meeting, Italian citizens exempted; all the other requirements provided for citizens of the Republic.
− An adequate knowledge of Italian.

c. No reported criminal convictions or other convictions reported (even if amnesty, pardon, or judicial pardon have been granted) and no criminal proceedings pending against them.

d. Physical fitness to be employed.

e. Compliance, for those born until 1985, with military obligations.

2. The following persons cannot take part in the selection:

   a. people who have a degree of kinship or affinity up to the fourth degree included with a professor belonging to the department or structure that makes the proposal for activation of the contract, or with the Rector, the Director, or a member of the Board of Directors of the University.

   b. people who have stipulated with the University of Siena technologist fixed-term employment contracts, pursuant to art. 24-bis of Law 240/2010 itself, with a total duration of five years, pursuant to art. 24-bis, paragraph 3, of Law no. 240 of 30 December 2010, and subsequent amendments.

   c. people who are excluded from the active political electorate, as well as those who have been dismissed for disciplinary reasons, dismissed, or dispensed from employment in a public administration for persistent insufficient performance, or who have been declared forfeited from a state job for having achieved the same through the production of false documents or vitiated by irremediable invalidity.

3. The procedure is also admitted to the technical administrative staff employed by the University of Siena who, in case of a useful position in the ranking, will be placed on leave without checks and seniority for the entire duration of the contract.

4. Applicants must have fulfilled all the requirements by the date of expiry of the deadline for submitting applications. The lack of the requirements, ascertained during the selection or subsequently, entails the exclusion from the selection itself and constitutes a cause for termination of the employment relationship, if already established.

5. Candidates are admitted to the competition with reserve. The Administration may order at any time, even after the tests have been conducted, with a motivated provision, the exclusion of the candidate from the competition.

**Art. 3 - Applications and deadlines for submission**

1. Applications for admission to the selection - signed and accompanied by a copy of a valid identity document - must be submitted exclusively electronically through the platform https://pica.cineca.it/unisi, within the peremptory deadline of thirty days from the day following the date of publication of this announcement to the Online Register of the University.

2. The application and attachments must be in pdf format, the allowed maximum size for each document being 30 MB. For any technical problem related to the compilation of the application you can contact the technical support that answers the email unisi@cineca.it.
3. It is recommended to access the PICA platform well in advance to consult the "Guidelines for completing the application" and avoid system overloads that may not allow the procedure to be concluded in due time.

4. Any other ways of submitting/sending the application forms are not allowed, under penalty of exclusion from the selection. Additions/modifications to the application after the submission of the application are not allowed.

5. In the application, the candidates must declare under their own responsibility what they have undersigned, selecting and/or filling in the fields required by the platform (personal data and contact details, qualifications/admission requirements provided for in this announcement, declarations, aid request, attachments, publications and research products, and anything else required in the compilation of the application).

6. In the application, candidates must declare, under their own responsibility:
   a. for Italian citizens, the Municipality on whose electoral lists they are registered, or the reasons for not registering or being deleted from the same lists.
   b. if a citizen of other states, to enjoy civil and political rights in the State of origin and to have adequate knowledge of Italian (which will be verified during the interview).
   c. the possession of any titles of preference/precedence, pursuant to art. 5 of Presidential Decree no. 487/94 and subsequent amendments.
   d. the possession of the requisites of art. 1 and 2 of this call.
   e. that they do not have any reported criminal convictions, i.e., any reported convictions (even if amnesty, pardon, or judicial pardon have been granted) and no criminal proceedings pending against them.
   f. that they have not been removed for disciplinary reasons or dispensed from employment in a public administration for persistent insufficient performance, i.e., not have been forfeited from State employment for having achieved the same through the production of false documents or vitiated by irremediable invalidity.
   g. that they do not have a degree of kinship or affinity up to the fourth degree included with a professor belonging to the department or structure that makes the proposal for activation of the contract, i.e., with the Rector, the Director, or a member of the Board of Directors of the University.

7. Candidates must also declare that they are aware that:
   a. the appointment of the Board will be arranged by order of the Director, published on the Online Register of the University, with the value of notification in all respects.
   b. the criteria adopted by the Board, as well as the list of candidates admitted to the selection, identified by "application ID", will be made public on the online Register, with the value of notification in all respects.
   c. the location, date, and time, i.e., where and when candidates must be present (and where provided for, the electronic link) will be published on the University's online Register, with the value of notification in all respects. The absence of the candidate at the tests will be considered as a renunciation of the selection, whatever the cause.
   d. the approval of the acts will be made public on the Online Register of the University, with the value of notification in all respects.
e. any change in residence and telephone/email numbers must be promptly communicated to the Competitions Office (Ufficio Concorsi) (concorsi@unisi.it);

8. It should be noted that candidates of non-Italian citizenship must declare that they have adequate knowledge of the Italian language, which will be verified during the interview.

9. Together with the application the following must be attached in pdf format:
   
   – a **Curriculum Vitae** dated and signed with a clear and detailed breakdown of information, from which the training and professional experience gained could be inferred for the purpose of assessment, containing the list of qualifications, scientific publications and activities conducted.

   – **Scientific publications** intended to be submitted to the Board for evaluation; only the publications attached at the application stage will be evaluated.

   – **Copy of a valid identity document**.

10. The documents and documentation attached to the application and drawn up in a foreign language, other than Italian, English, French, German and Spanish, must be accompanied by a translation into Italian, certified in accordance with the foreign text, drawn up by the competent diplomatic or consular representation, or by an official translator.

11. Publications must be presented in the language of origin which, if different from Italian, English, French, German and Spanish, requires translation into one of the mentioned languages. The translated texts may be submitted, together with the copies in the original language, in a typewritten copy made compliant with the original in accordance with current legislation.

12. It should be noted that, in order to conclude the application procedure, it is necessary to effect payment of the competition fee of €**10.00** (ten euros), as a contribution to cover the costs related to the organization and development of the competition proceedings. The payment must be made through **PagoPA**, following the instructions of the platform when filling out the application. There is no refund of the amount paid, even in case of withdrawal of the application or exclusion.

13. Once the application has been submitted, the candidate will receive an email containing **the associated ID** which will identify the candidate’s application for the entire competition procedure.

14. For, the Administration assumes no responsibility for the unavailability of the recipient or for the dispersion of communications due to incorrect indications given by the candidate, for failure or late communication of the change of address indicated in the application, or for any postal mismatch or in any case other reasons attributable to third parties, or other unforeseeable the Administration is not responsible for.

15. Candidates in a situation of disability, pursuant to Law no. 104 of 5.2.1992, must make an explicit request in relation to their disability, regarding the necessary help, as well as the possible need for additional time to be able to take the tests.
Art. 4 - Examining Board

1. The Examining Board is made up of three members chosen among people with experience and skills appropriate to the selection, even from outside the University, in compliance with the principle of equal opportunities.

2. Candidates, to challenge the members of the Board, can send a PEC (rettore@pec.unisipec.it) addressed to the Director within thirty days from the date of publication of the appointment measure in the Online Register of the University. The Director shall decide on the challenge. The decision shall be communicated to the person concerned without delay.

3. All candidates, pursuant to art. 7 of the Code of Ethics of the University Community, before the interview, are required to declare under their own responsibility that they do not have - with the members of the Board - relationships of kinship or affinity up to and including the fourth degree or if among them there is the spouse or the cohabitant and persons with whom they have business relationships. The declaration must be sent together with a copy of a valid identity document, to the Ufficio Concorsi (Competitive Exams Office) (concorsi@unisi.it).

   The model of the declaration can be found at: https://www.unisi.it/ateneo/concorsi-gare-e-appalti/concorsi-personale/concorsi-personale-tecnico-amministrativo-0

4. The Board its first meeting declares not to find itself in situations of incompatibility as per art. 51 and 52 of the c.p.c. and not to have a relationship of kinship or affinity, until the fourth degree included, among them, appointing the President and the Secretary and, subsequently, determining the general criteria and the specific manner of assessment of qualifications and the interview to be formalized in the corresponding verbalization records.

5. Later on, the Board, having seen the list of participants, declares not to find itself in situations of incompatibility as per art. 51 and 52 of the C.P.C. and in particular in a relationship of kinship or affinity, until the fourth degree included, with the candidates.

6. As per art. 7 of the Code of Conduct of the university community, members of competitive examinations boards, also when external to the University, as soon as it is known to them that among the candidates are the spouse, or cohabitant, relatives or next of kin until the fourth degree, or people with whom they have business relations, shall resign from the Board for incompatibility reasons.

7. At the end of every single day of meetings the Commission draws up the corresponding report.

8. The work of the Board shall be carried out collectively, possibly also in telematic mode.

Art. 5 - Selection and Ranking

1. The selection is conducted by the Board, through preliminary evaluation of the curriculum submitted by the candidates, according to criteria predetermined by the Board itself.

2. In relation to the number of applications that will be received and based on the curricula submitted, the Board may carry out a pre-selection by identifying the candidates to be admitted to the interview according to previously identified criteria.
3. The interview will be held on August 4th., at 9.30 am at the Rectorate of the University of Siena, and, depending on the number of candidates present, the interview may continue the next day. If the trend of the Covid-19 pandemic epidemic should make it necessary, the interview could be held online.

4. Any postponements due to organizational reasons will be published on the online Register of the University with notification value in all respects.

5. Candidates must present themselves at the interview with a suitable valid identification document. Citizens of the European Union must present a passport, or an identity document issued by the country of origin. Those who come from countries outside the European Union will only have to present their passport. The absence of the candidate at the interview will be considered as a renunciation of the selection, whatever the cause.

6. At the end of every sitting for the interviews, the Board draws up the list of the candidates who have been examined, identified by their application, with the exam score. This list is posted on the door of the exam room or, in the case of an electronic session, published on the web page of the competitive examination procedure.

7. At the end of the interviews, the Board draws up the merit ranking of the candidates in descending order as per the score obtained.

8. The acts are approved by disposition of the Director after verification of their regularity. The ranking list is published on the Online Register of the University, with the value of notification in all respects. The terms for any appeal will run from the day immediately following that of the abovementioned publication.

9. The overall procedure - from the issuance of the notice to the approval of acts - must be completed within six months.

**Art. 6 - Recruitment**

1. Based on the order of the ranking, the winner will be offered the stipulation of an employment contract as indicated in art. 1.

2. The employment relationship is regulated by the provisions in force regarding subordinate work, also regarding the tax, welfare, and social security treatment, provided for compensation of employees.

3. The employment contract does not give the right of access to the roles of the academic or technical-administrative staff of the University of Siena.

4. The holder of the contract is subject to the evaluation procedures provided for by the current National Collective and Supplementary Contracts, as well as by the current Performance Measurement and Evaluation System.

5. The contracts referred to in this announcement do not give right of access to the roles of the academic or technical-administrative staff of the University of Siena.

**Art. 7 - Personal data processing**

1. The processing of personal data, present in the request to participate in this call or communicated with additional documents of the request, will take place in compliance with EU Regulation 2016/679
on data protection, Legislative Decree no. 196/2003 and subsequent amendments. "Personal Data Protection Code" according to the principles of lawfulness, correctness, transparency, adequacy, relevance, accuracy, minimization of processing, limitation of storage, etc. referred to in art. 5, paragraph 1 of the GDPR.

2. The Data Controller is the University of Siena, legally represented by the Rector; pursuant to the University Regulation on the processing of personal data, the Data Designated person is the manager of the Personnel Area. The personal data provided by the candidates will be processed for the management of the procedure, for the possible conferral of the assignment or hiring, for the management of the rankings (where provided for in the notice) exclusively for the purpose of fulfilling the legal requirements, including the publication obligations provided for by current legislation.

3. The provision of personal data is to be considered mandatory.

4. The information relating to the processing of data, in the management of competitive examinations proceedings, drawn up in accordance with the provisions of art. 13 of EU Regulation 2016/679, is published on the University portal at the web page https://www.unisi.it/ateneo/adempimenti/privacy

Art. 8 - Advertising and Final Rules

1. This announcement and the acts for which publication of this announcement is expected are published in the Online Register of the University (http://www.unisi.it) and on the University portal at: https://www.unisi.it/ateneo/concorsi-gare-e-appalti

2. This announcement, in Italian and English, is also published on the website of the Ministry of University and Research (Ministero dell'Università e della Ricerca at https://bandi.miur.it/ and on the European Union portal at: http://ec.europa.eu/euraxess/

3. For the purposes provided for by Law no. 241 of 1990 and subsequent amendments, the Head of the procedure inherent to the selection referred to in this notice is identified in the Head of the Competitive Examinations Office (Ufficio Concorsi).

4. For what is not provided for in this notice, reference is made to the relevant laws and regulations in force.

Siena, date of the digital signature

The Director

Emanuele Fidora

Seen by the

Person in charge of the procedure

Rossana Cimato