



**UNIVERSITÀ
DI SIENA**
1240

Allegato A
Scheda informativa

Factsheet - no. 1 Technologist (pursuant to art. 24-bis law no. 240/2010) at Research and Technology Transfer Division

Profile: Technologist

Places available: 1

Area/Assignment Sector: Equivalent to economic position D3, Administrator Area, Scientific-Technological Sector

Duration of the contract: 18 months – full time

Workplace: Research and Technology Transfer Division

Job description:

The recruited profile will be responsible for activities supporting the planning and management of cross-cutting research initiatives across multiple competitive calls published by national and European bodies. Specifically, this includes initiatives envisaged by the National Three-Year Research Plan (in particular, Research Projects of Significant National Interest - PRIN, and the Italian Science Fund - FIS), and the Horizon Europe programme, supporting the Division's team in scouting activities and assisting research staff from various Departments during the proposal writing phase, such as budget definition, ethical considerations, Open Science-related aspects, project management, and dissemination and outreach activities.

The recruited profile will also be required to provide support on contractual aspects of research and on issues relating to intellectual property management.

In summary, the work programme includes:

- screening of funding opportunities and their promotion among research team members, including through information and training events;
- matching research groups' expertise with available funding opportunities;
- supporting the drafting of project proposals, with particular regard to structure definition, sections relating to management, project impact and dissemination, and cross-cutting issues (e.g., ethics, open science, gender);
- promoting the participation of University research teams in national and international networks;
- supporting the creation, consolidation, and management of partnerships;
- supporting the definition of project agreements regarding aspects related to the University's participation, the protection of background knowledge (pre-existing knowledge), and the exploitation of any results achieved;



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- supporting monitoring and reporting processes, as well as the preparation of financial and technical reports;
- supporting the auditing phase by funding bodies.

Application requirements: Second cycle degree (*Laurea magistrale* LM) (under M.D. 270/04) or Laurea specialistica (LS) (under M.D. 509/99) or Diploma di laurea (DL, prior to M.D. 509/99) equivalent.

Professional knowledge and skills:

At least three years of project management experience, documented by reference to specific projects worked on, such as Horizon Europe, INTERREG, LIFE, CERV initiatives, PRIN, FIS, and FISA, National Operational Programmes (PON), and structural funds.

Particular attention is paid to the following skills:

- management of financial aspects of research projects, also with reference to the coordination of partner institutions;
- control of expenditure management phases, monitoring, reporting, and support during auditing phases;
- management of relations with funding bodies and partner institutions;
- coordination of reporting processes for European, international, national, and regional funding, including structural funds;
- monitoring project progress during technical-scientific and financial reviews;
- management of project contracts (e.g., Grant Agreement, Funding Admission Decrees, Commitments/Obligation Deeds, Partner Agreements, Intellectual Property Rights (IPR) management agreements, Data Transfer Agreement, etc.);
- coordination of support for verification and audit processes by funding bodies;
- oversight and management of national and international networking opportunities.

Foreign languages: advanced english

Argomenti delle prove d'esame:

The **written exam** consists of a paper with 3 open-ended questions.

The maximum score is 30 points, and the minimum score required to pass the exam is 21/30.



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Written exam topics: please refer to the “Professional knowledge and skills” section.

The **oral exam** consists of an interview, conducted partially in English, aimed at assessing the knowledge and skills specified above, as well as verifying the candidate's technical-professional abilities, maturity of thought, cultural knowledge, and theoretical-practical aptitudes relevant to performing the duties of the position open for competition.

For non-native Italian speaking candidates, proficiency in the Italian language will be assessed.

Knowledge of the most common IT applications will also be verified.

The maximum score is 30 points; the minimum score required to pass the exam is 21/30.

Oral exam topics: please refer to the “Professional knowledge and skills” section.

Assessable qualifications (max. 18 points):

- Proven experience in the funding opportunities scouting phase, as well as in the drafting and management of national and international projects – **8 points**;
- Academic qualifications / Certifications attesting to the required skills – **2 points**;
- Participation as a lecturer or speaker in training courses related to the themes of this call – up to a maximum of **1 point**;
- Management of reporting phases and support during financial and technical audits of national and international projects – **6 points**;
- Publications, up to a maximum of 0.5 points per publication, up to a maximum of **1 point**.