



SELECTION ANNOUNCEMENT No. 2018S38

BY QUALIFICATIONS AND EXAMINATIONS TO RECRUIT NO. 1 LEVEL I RESEARCH TECHNOLOGIST ON A FULL-TIME FIXED-TERM CONTRACT FOR 24 MONTHS (FINANCIAL POSITION EP1) IN THE SCIENTIFIC MACRO-AREA OF *SOCIAL SCIENCES AND HUMANITIES*, PURSUANT TO ART. 24BIS OF LAW NO. 240 OF 30.12.2010, AND TO THE NATIONAL COLLECTIVE BARGAINING AGREEMENT OF 19.04.2018, AT THE UNIVERSITY OF PADOVA.

By implementing Art. 24bis of Law no. 240 of 30.12.2010 and the National Collective Bargaining Agreement of 19.04.2018, the University of Padova plans to recruit Level I research technologist by qualifications and examinations on a full-time fixed-term contract, for 24 months (financial position EP1) at the University of Padova, to carry out the scientific and administrative support in the framework of the research projects promoted by the International Research Office, in collaboration with the Departments of the University and in response to international competitive calls for proposals in the scientific areas of interest of the University of Padua, included in the Scientific Macro-area of the *Social Sciences and Humanities* (ERC domain: SH – Social Sciences and Humanities):

- planning, implementation and management of international research projects;
- fostering researchers' participation in international networks;
- analysis, mapping and monitoring of funding opportunities, promotion of such opportunities among researchers and research groups;
- supporting scientific coordinators and applicants in the evaluation of their project ideas;
- targeted counseling aimed at identifying the most appropriate funding tools supporting research activities of researchers and research groups according to their specific scientific domain;
- joint writing of project proposals, with particular reference to their structure, management, impact, dissemination and consistency with the specific requirements and topics of the call;
- organization of educational workshops and training events on the design and implementation of research projects to be submitted within European calls for applications, organization of info days on other international funding opportunities;
- support in building, strengthening and managing projects consortia;
- assistance in the various steps of the research projects' evaluation process and follow up activities;
- support in the kickoff of project activities.

The aforementioned activities require the following **professional skills, knowledge and competences**:

- knowledge of the main funding opportunities supporting research in the ERC Domain SH – Social Sciences and Humanities, especially in the framework of European programme Horizon 2020 for research and innovation, and knowledge of their respective regulatory frameworks;
- good knowledge of Project design and Project Cycle Management strategies;
- knowledge of the regulatory framework governing the organization of the Italian University system (law 240/2010), knowledge of main regulations governing the University of Padova in the area of research;
- knowledge of core provisions regulating Intellectual Property Rights, with particular reference to the European research framework;
- basic computer skills;
- good command of the English language (Common European Framework of Reference for Languages: C1 level);
- strong inter-personal skills;
- good ability in building and managing relationships within complex organisational environments;
- attitude to teamworking;
- very good problem solving skills;
- good ability to identify work partners' and stakeholders' needs;
- good communication skills;
- strong motivation.

Admission requirements

Candidates must have the following requirements by the selection announcement deadline:

- academic qualifications:
 - a second-cycle degree (*Laurea Magistrale*) (ex DM 270/04) or a second-cycle degree (*Laurea Specialistica*) (ex DM 509/99) or a degree (*Diploma di Laurea V.O.*) (prior to DM 509/99).
- specific professional qualification pertinent to the research:
 - the candidate must be in possession of a PhD degree.**

Candidates **holding a foreign degree** may take part in the selection only after completing a degree-equivalency process pursuant to Art. 38, paragraph 3 of Legislative Decree DL 165/2001. Candidates are conditionally admitted to the selection procedure if the equivalency process is underway, but no final decision has been reached. They must have had their degree recognised as the equivalent of an Italian degree by the time they are recruited.

The degree-equivalency process must be started before the selection-announcement deadline, otherwise the candidate will be excluded from the selection procedure. Candidates must inform the procedure manager that they have applied for degree equivalency.

The degree-equivalency application form is available at:

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

- italian citizenship (Italians who are not citizens of the Republic of Italy have the same rights as Italian nationals), or citizenship of an EU Member State. Following implementation of Art. 7 of Law 97/2013, the following may also apply for the selection procedure: family of citizens from an EU Member State who do not have citizenship of an EU Member State, but do have the right of residence, or the permanent right of residence; and third-country nationals with a long-term EU permit of stay, with refugee status, or with subsidiary protection status;
- candidates with full political rights;
- candidates who are physically suitable for the position;
- candidates who have completed their military service.

Non-Italian nationals are required to:

- have full civil and political rights in their country of origin;
- fulfil the same requirements as Italian nationals, but do not need Italian citizenship;
- have a good knowledge of Italian.

Application form

The application form and appendices for this selection announcement **must be submitted online** with the Pica platform at: <https://pica.cineca.it/unipd/tipologia/pta>.

To apply online, candidates must have a valid email address so that they can register with the system. They must also provide all of the information needed to complete the application and attach the required documents in electronic form.

The system allows the application to be saved in draft form until the submission deadline. The online application procedure and submission must be completed by **5 pm on October the 15th 2018, when the selection announcement closes**.

The system will certify the date that the online application form is submitted by emailing candidates an automatic receipt. Once the submission deadline has expired, the system will shut down access and applications can no longer be sent.

If necessary, a submitted application form can be withdrawn and another one submitted **before the application deadline (October the 15th 2018)**.

Each application will be given an identification number which must be included in any correspondence, along with the selection announcement code stated in the online procedure. Candidates must complete each and every part of the application form in accordance with the online instructions. The application is to be completed as follows:

- with a digital signature using a smart card, USB token or remote signature that enables the user to sign documents with signature software. Alternatively, a web portal may be used to provide a certified remote signature. Candidates with a smart card or USB token for digital signing can

check for compatibility with the server's digital-signing system. If compatible, the user may sign the application on the server;

- candidates who do not have compatible digital-signing devices and users of remote digital signatures without web portal access for signing documents will have to save a system-generated pdf file on their computer. After which, they must not edit the file and e-sign it in CADES format. A file with a p7m extension will be generated and uploaded into the system. If the file is edited before the e-signature is applied, the system will be unable to verify whether the content of this document matches the original. If this occurs, the application will be rejected.
- If none of the aforementioned options are available:
print and hand-sign the application form, then upload **a scanned copy along with a scanned form of identification. Candidates not providing identification may be excluded from the selection procedure.**

The system may be momentarily offline for technical reasons.

Non-Italian candidates are to submit their application form as per the methods and deadlines stated in this application procedure.

Documents must be in a static, non-editable format and must not contain executable codes or macro-instructions. PDF is the preferred format. Documents must not exceed 30 MB.

The University of Padova is not liable for undelivered correspondence should candidates not provide a complete address, or when late or no notification is provided should the address on the application form change. Nor is it liable for problems caused by third parties, misfortune or force majeure.

For additional information or queries about the application procedure, please contact the Technical and Administrative Personnel office on +39 049 827 3159 - 3494 between 9 am and 1 pm.

Contact the following email address for technical problems only: [unipadova@Cineca.it](mailto:unipadova@ Cineca.it).

Candidates must state under their own responsibility their surname and first name, their date and place of birth, their permanent address, any telephone number, any criminal convictions and pending criminal procedures, that they enjoy full political rights, their military-service status, a detailed statement they meet the aforementioned requirements, and the exact contact address for any correspondence.

Candidates are admitted to the selection procedure conditionally. Should any of the requirements not be met, candidates may be excluded from the selection procedure at any moment, even after they have taken the tests.

Selection

Candidates are selected by qualifications and examinations.

A total of 90 points are awarded for qualifications and examinations. They are divided as follows:

- 30 points for qualifications;

- 60 points for examinations (30 points for written test and 30 points for oral examination).

Qualifications

Candidates will be assessed on the following qualifications:

1) final mark associated to the candidates' award of his/her University degree (Laurea V.O. ante D.M. 509/99; Laurea specialistica (LS) ex D.M. 509/99; Laurea Magistrale (LM) ex D.M. 270/2004)	5 points max
2) relevance of the PhD Degree to the ERC Domain SH – Social Sciences and Humanities(ERC panels SH01 - SH06): the candidate shall state the relevance of his/her PhD to the Social Sciences and Humanities domain in his/her application, (s)he will also have to specify the title for his/her final doctoral thesis and provide a list of the activities (s)he has carried out during his/her doctoral training	10 points max
3) further cultural qualifications other than the ones required to participate in the selection: further <i>post lauream</i> qualifications	2 points max
4) professional qualifications (professional experiences and posts included but not limited to project management assignments, <i>assegni di ricerca</i> /post-doc fellowships, experiences in the assessment of project proposals which were elaborated in the framework of competitive calls, other relevant experiences)	10 points max
5) technical and/or scientific and/or professional training, other than courses aimed at gaining language or computer skills	3 points max

The score awarded for qualifications will be out of 30.

EU candidates must provide all of the statuses, information and qualities that they deem useful for the assessment of their qualifications in a statutory declaration, as per Art. 46 and 47 of Presidential

Decree DPR no. 445/2000. Non-EU candidates are not allowed to use a statutory declaration, as per Art. 3 of Presidential Decree DPR no. 445/2000.

Certificates issued by the European Union or Italy's Public Administration must not be submitted.

Publications must be attached to the application form and be true copies of the original.

Abstracts and academic work published before the selection-announcement deadline will be accepted for assessment. Non-printed publications (electronic works only) will be assessed, but do not need to comply with the formalities envisaged for printed works (see Legislative Decree of the King's Lieutenant no. 660 of 31.8.1945).

The evaluation of the qualifications will be carried out after the written test and before proceeding to the correction of the related documents. Candidates will be notified of their qualification-assessment result before they take the oral examination.

Examinations

Examinations will comprise a written test and an oral examination:

- **The written test** will be in english and focus on one or more of the following topics:
 - main funding opportunities supporting research in the ERC Domain SH – *Social Sciences and Humanities*, especially in the framework of European programmes (H2020, etc.), and their respective regulatory frameworks;
 - project design and Project Cycle Management;
 - the regulatory framework governing the organization of the Italian University system (law 240/2010) and main regulations governing the University of Padova in the area of research;
 - core elements of Intellectual Property Rights, with particular reference to the European research framework.
- **The oral examination** will be partly in english and partly in italian and will focus on one or more of the following topics:
 - main funding opportunities supporting research in the ERC Domain SH – *Social Sciences and Humanities*, especially in the framework of European programmes (H2020, etc.), and their respective regulatory frameworks;
 - project design and Project Cycle Management;
 - the regulatory framework governing the organization of the Italian University system (law 240/2010) and main regulations governing the University of Padova in the area of research;
 - core elements of Intellectual Property Rights, with particular reference to the European research framework.

The possession of basic computer skills will be tested during the oral examination.

The examinations will take place at the following times and venues. No further notice will be given:

- **Written test:** on **October the 22nd 2018**, at 8:30 a.m.;
- **Oral examination:** on **November the 6th**, at 9:00 a.m.

Candidates will be noticed about the test places on **October 15th 2018**, at 2:30 p.m., through publication on the University website: <https://www.unipd.it/tecnologi-ricerca>.

Publication of this calendar is considered to be notification.

Approved candidates must come on the date and at the time specified above. No further notice will be given.

Candidates must show a valid ID document before being admitted to the oral examination.

Any candidates not coming to the examination will be deemed to have waived their place, regardless of the reason.

The examinations pass mark is 21/30 (7/10).

The list of candidates admitted to oral examinations will be published with their scores for the written test on the International Research Office noticeboard, Via Martiri della Libertà, 8 – Padova, and posted on the University of Padova website <http://www.unipd.it/tecnologi-ricerca>.

All Commission sessions during the oral examination are public. At the end of each oral examination, the Commission will draw up a list of the candidates assessed with a score for those who have passed the examination. This list, which is signed by the Commission Chair and the Secretary, will be posted on the International Research Office noticeboard, Via Martiri della Libertà, 8 – Padova, and on the University of Padova website at <http://www.unipd.it/tecnologi-ricerca>.

Candidates can access the list with a personal password provided to all selection participants.

Overall ranking

The final score is calculated by adding up the score for the written test, the oral examination and the score for qualification assessment.

The overall ranking will be published in the University of Padova's Official Register. Any appeals may be filed the day after the ranking is published.

The overall ranking is effective immediately.

The winner is entitled to the gross annual salary for the EP category, financial position EP1, as per the University section of the current National Collective Bargaining Agreement (CCNL), as well as to

an additional quota as specified in the “University Regulations for Recruiting and Regulating ‘Fixed-term Research Technologists’, in accordance with Art. 24 bis of Law no. 240 of 30 December 2010.” The salary will be paid into a bank or post-office account only.

The administration may decide not to draw up the agreement should there cease to be the need, opportunity or resources to proceed.

The ranking is valid for three years from its publication date and may be used to recruit additional fixed-term technologists with the same profile and level. All other aspects of employment will depend on the University’s specific needs.

Anything not stated above is covered by the “University Regulations for Recruiting and Regulating ‘Fixed-term Research Technologists’, in accordance with Art. 24bis of Law no. 240 of 30 December 2010”, available at: <http://www.unipd.it> (see “*Statuto e Regolamenti*”).

Pursuant to Law no. 241 of 7.8.1990, the selection-procedure manager is Maria Zanato – *Ufficio personale tecnico amministrativo*, Riviera Tito Livio, 6, Padova, Italy.

The Technical-Administrative Staff office (*Ufficio personale tecnico amministrativo*) is open to the public at the following times:

From Monday to Friday from 10 am to 1 pm and on Tuesday and Thursday from 3 pm to 4.30 pm.

NB: This selection announcement has been translated into English for publication purposes only. The Italian version is valid for all legal purposes and for the resolution of any disputes.

Padua,

The Director-General
Alberto Scuttari

Office Manager Maria Zanato	Department Manager Anna Maria Cremonese
Date	Date