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UNIVERSITÀ
DEGLI STUDI
DI PADOVA

SELECTION ANNOUNCEMENT No. 2022S30

BY QUALIFICATIONS AND EXAMINATIONS TO RECRUIT NO. 1 LEVEL I RESEARCH TECHNOLOGIST ON A FULL-TIME FIXED-TERM CONTRACT FOR 36 MONTHS (FINANCIAL POSITION EP1) 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 OFFICE FOR ECONOMIC AND WELFARE TREATMENT OF THE UNIVERSITY OF PADUA.

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 36 months (financial position EP1) at the Office for economic and welfare Treatment, to carry out the following research activities:

- organise and coordinate, in collaboration with the scientific committee of the “Milla Baldo Ceolin” Crèche, of research activities relating to:

- innovations in the field of educational practices of excellence in “zero-three” services based on the most recent national and international regulatory references,
- factors that constitute the quality of an educational service of excellence and related education-training-evaluation processes that support the development thereof,
- educational conditions and processes that encourage the harmonious development of children from zero to three years of age, help their learning and unlock their potential in different areas of development,
- conditions and processes that constitute the core competence of high-quality theoretical-practical university education, of the profile of the educator of “zero-three” educational services;

- ensure the consistency and sustainability of the above research actions with respect to the pedagogical project of the crèche, in collaboration with the research groups of the Departments involved by the Scientific Committee;

- plan, coordinate and evaluate the training actions for educational staff, linking these to the ongoing survey of the needs of families and enrolled children and the research actions mentioned by the previous point;

- contribute to the implementation and monitoring of the pedagogic and educational quality of all the different areas of action of the Crèche and the educational projects of each child;

- guarantee the implementation and continuous updating of the Pedagogical Project through constant attention to educational programming;

- supervise the functioning of the educational team, providing guidance and professional support to the individual and team work of educators and auxiliary staff, helping to enrich their professionalism and increasing their motivation to educational commitment;

- organise, monitor and manage student internships, above all with respect to any research projects launched and promoted by the Scientific Committee;

- ensure that the organisational and management divisions under the responsibility of SPES comply with the educational offer of the Crèche;

- guarantee coordination between the SPES and the University Scientific Committee, in order to promote and protect the identity of the “Milla Baldo Ceolin” University Crèche and the consistency of the diversification of the Pedagogical Project in educational practice;

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

- a specific knowledge, even through experience, of “zero-three” children’s education, family education and developmental psychology, organisation and coordination of “zero-three” services;
- the ability to coordinate and manage the educational team and organise training activities;
- knowing how to though monitor, coordinate and manage interns in an early childhood service, even through experience;
- knowledge, even through working experience in multidisciplinary research teams;
- knowledge of the English language (reference level “B2”);
- computer skills (*Office* package and processing of graphs as from a data matrix);
- willingness to accept transfers to Italian and European educational facilities of excellence.

Admission requirements

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

- **academic qualifications:**

- Master’s degree pursuant to Ministerial Decree no. 270/2004, classes: LM-50 - Planning and management of educational services, LM-51 - Psychology, LM-85 - Pedagogical sciences, LM-85 bis - Science of Primary Education, LM-92 - Theories of communication, LM-93 - Theories and methodologies relating to *e-learning* and *media education*, or Master’s degree pursuant to Ministerial Decree no. 509/1999, equivalent pursuant to Inter-Ministerial Decree 9 July 2009, classes: 56/S - Planning and management of educational and training services, 58/S - Psychology, 87/S - Pedagogical sciences, 101/S - Theories of communication, or 5-year Degree prior to Ministerial Decree 509/1999, treated as equivalent pursuant to I.D. of 9 July 2009, in: Pedagogy, Psychology, Public Relations, Communication Sciences, Education Sciences, Science of Primary Education.

A Degree awarded prior to Ministerial Decree no. 509/1999 in “Pedagogy” should be treated as equivalent, by the University which awards said degree, to a Master’s Degree in class LM-85 - Pedagogical Sciences.

A Degree awarded prior to Ministerial Decree no. 509/1999 in “Public Relations” should be treated as equivalent, by the University which awards said degree, to a Master’s Degree in class LM-92 - Theories of Communication or LM-93 - Theories and Methodologies of *E-learning* and *Media Education*.

A Degree awarded prior to Ministerial Decree no. 509/1999 in “Communication Sciences” should be treated as equivalent, by the University which awards said degree, to a Master’s Degree in class LM-

92 - Theories of Communication or LM-93 - Theories and Methodologies of *E-Learning* and *Media Education*.

A Degree awarded prior to Ministerial Decree no. 509/1999 in "Education Sciences" should be treated as equivalent, by the University which awards said degree, to a Master's Degree in class LM-50 - Planning and management of education services or LM-85 - Pedagogical sciences or LM-93 - Theories and methodologies of *E-learning* and *Media Education*.

• **specific professional qualification pertinent to the research:**

- Second-Level Postgraduate Diploma in the management of educational services and/or at least three years' experience in postgraduate academic research in Education Sciences, related to early childhood services (0-3, 0-6) and/or child development support.

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.

Pursuant to decreto-legge (decree-law) no. 228 of 30 December 2021, **the Public Function Department will conclude the recognition procedure only with regard to the successful candidates, who have the obligation, under penalty of forfeiture, to notify the Italian Ministry for Universities and Research (MUR) of the publication of the ranking list within 15 days.**

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 **2:00 pm of the 15th day, 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 (2:00 pm on the fifteenth day)**.

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 3155 - 3159 - 3494 between 9 am and 1 pm.

Contact the following link for technical problems only:

<https://pica.cineca.it/supporto/?cmp=65839>

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 grade of the Master Degree or equivalent	max 30 points
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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.

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 practical test and an oral examination:

- **the practical test**, in "anonymous form", will focus on the following topics:
 - early childhood pedagogy;

- family pedagogy;
 - planning and assessment of the educational activities;
 - developmental psychology;
 - methodologies and tools of educational research;
 - coordination of work groups.
- **the oral examination** will focus on the following topics:
- early childhood pedagogy;
 - family pedagogy;
 - planning and assessment of the educational activities;
 - developmental psychology;
 - methodologies and tools of educational research;
 - coordination of work groups.

The possession of the knowledge of the English language (European Framework of Reference for Languages: level B2) and the computer skills (*Office* package and processing of graphs from a data matrix) will be tested during the oral examination.

Examinations (calendar, locations and process of selection) will be published on the University of Padova's Official Register (<https://protocollo.unipd.it/albo/viewer>) and on the University of Padova website (<https://www.unipd.it/selezione-2022S30>) **starting from 2:00 pm on June the 9th 2022.**

No further notice will be given.

Publication of this calendar is considered to be notification.

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

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

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 practical test on the noticeboard of University of Padova, Palazzo Storione, Riviera Tito Livio n. 6 – Padova, and posted on the University of Padova website at <https://www.unipd.it/selezione-2022S30>.

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 noticeboard of University of Padova, Palazzo Storione, Riviera Tito Livio n. 6 – Padova, and on the University of Padova website at <https://www.unipd.it/selezione-2022S30>.

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 practical 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.

Prior to recruitment into service at the University, the successful candidate shall be required to comply with the obligations laid down in the current legislation on SARS-CoV-2.

Anything not stated above is covered by 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", 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.

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The Director-General

Alberto Scuttari

digital signature (ex Legislative Decree 82/2005)

Office Manager Maria Zanato	Department Manager Tommaso Meacci
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