



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI

The Secretary General

N. 413
Prot.9704-VII/1

HAVING SEEN the law 05.09.1989, no 168 "Establishment of the Ministry of University and Scientific and Technological Research";

HAVING SEEN the law 07.08.1990, no 241 "New regulations on legislative procedure" and subsequent amendments and additions;

HAVING SEEN the law 05.02.1992, no 104 "Framework Law for the assistance, social integration and the rights of disabled people" and subsequent amendments and additions;

HAVING SEEN Presidential Decree 28.12.2000, no 445 "Consolidation Act of legislative and regulatory provisions on administrative documentation" and subsequent amendments and additions;

HAVING SEEN the Legislative Decree. 30.03.2001, no. 165 bearing on general rules of employment by the public authorities and subsequent changes and additions;

HAVING SEEN the Legislative Decree 30.06.2003, no. 196 "Code concerning the protection of personal data" and subsequent amendments and additions;

HAVING SEEN the law 30.12.2010, no. 240 "Regulations on the organization of universities, academic staff and recruitment, authorizing the government to enhance the quality and efficiency of the university system" and in particular article 24-bis establishing the figure of the time determined technologist in the University;

HAVING SEEN the current Collective National Labor Agreement of the University Fund, signed on 16.10.2008, and the Collective National Labor Agreement budget 2008-2009;

HAVING SEEN the Statute of the SISSA, issued with Directorial Decree no. 40 of 18.01.2012, published in the Official Gazette 36 dated 13 February 2012, in force since 28.02.2012;

GIVEN the Regulation for fixed-term Technologists according to the Article 24 bis of the Law 30.12.10, no. 240, issued by D.D. 334 of 06.07.2016;

HAVING SEEN the note presented to the School Director from prof. Davide Crepaldi and prof. Domenica Bueti, prot. SISSA n. 9001-I/9 of 16.08.2016, in which is requested the opening of a public selection procedure per titles and colloquium to recruit a fixed-term contract for a temporary technologist according to the Article 24 bis of the Law 30.12.10, no. 240, to be hired with an employment contract for a full time (36 hours) fixed term of two years in the Neuroscience Area of this School for the research activities "Studying of statistical learning processes related reading and studying of the neural mechanisms underlying the perception of time", extensible for a further three years subject to the verification of the organizational requirements and the availability of research funds, to support the research team activities within the projects STATLEARN and BiT;

HAVING SEEN the Directorial Decree n. 392 of 19.08.2016;

ESTABLISHED of the existence of available funds to cover the expenditure related to the technologist position full time that will be imposed for two years for a 50% on the funds of the Project STATLEARN (The reading brain as a statistical learning machine)



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– Fund manager: prof. Davide Crepaldi (CUP G92F16000120006) - Activities / Work units: accountable costs, Funding institution: ERC – Funding stream: Starting Grant 2015 and for the further 50% on the funds of the Project BiT (How the Human Brain Masters Time) – Fund manager: prof. Domenica Bueti (G92F16000180006) - Activities / Work units: accountable costs, Funding institution: ERC – Funding stream: Consolidator Grant 2015;

CONSIDERED appropriate to proceed with the selection process above;

DECLARES

Art. 1 - Positions open to competition

1. The following public selection procedure is being issued for the recruitment of no. 1 fixed term technologist position according to the art. 24 bis of the Law 30.12.10, no. 240, to be hired with an employment contract for a full time (36 hours) fixed term of two years, extensible for further three years, subject to the verification of the organizational requirements and the availability of research funds. This position is required to support the research team within the Projects STATLEARN and BiT in the Neuroscience Area.

2. This Administration guarantees equal rights and opportunities between men and women for access to employment and treatment at work according to the art. 7 of Legislative Decree no. 165/2001.

Art. 2 – Role, activities, skills

1. Job description: research support within the project STATLEARN and BiT on the topics “Studying of statistical learning processes related reading and studying of the neural mechanisms underlying the perception of time”.

2. Areas of research activities: Cognitive Neuroscience and Experimental Psychology.

3. Duties and responsibilities:

- support for the Scientific advisor in the administrative and scientific management of research projects;
- preparation of reports for the funding institution;
- support for the research group in the networking activities, especially related to the recruitment of participants in the experiments and to the involvement of partner institutions;
- support for the administrative structures in order to non-ordinary requests for the laboratories management;
- preparation of the technical and administrative documentation needed for supply of materials and laboratory equipment;
- management of outreach activities related to research projects.

4. Knowledge:

- good knowledge of Project Management ;
- good knowledge of techniques and methods of research projects management;
- Excellent knowledge of Italian language and English language (writing and speaking).

5. Personal skills:

- high team working capacity;
- high relationship and cooperation capacity;
- good organization and problem solving skills (initiative, autonomy, reliability and accuracy).



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6. Experiences grown up in supporting the research projects manage within Neuroscience and Experimental Psychology, especially in the European funding contest.

Art. 3 – Requirements to be admitted to the selection

1. Those allowed to participate in the selection procedure are Italian and foreign candidates in possession of the following requirements:

a. university degree in accordance with the M.D. 509/1999 and subsequent amendments or university degree awarded in accordance with the regulation in force before the M.D. 509/1999.

Those who obtained the title abroad should demonstrate, under penalty of exclusion, the recognition of equivalence according with the current law, showing the measure of equivalence. If the measure is not yet issued according to the art. 30, c. 3, of Legislative Decree no. 165/2001, the candidate is admitted subject he/she shall show the recognition of equivalence at the moment of recruitment;

b. professional and / or cultural qualifications in relation to the activities to be performed, detectable from previous relevant work experience, occurred for 3 years in public administrations, private companies or as a freelancer, or further post-graduate degree (university graduate schools, PhD, master of first and second level);

c. enjoyment of political right;

d. legal age;

e. to be up with the military obligations;

f. work eligibility. The verification of the possession of work eligibility will be done according with the current regulation, in case of recruitment;

g. that there is no relationship of marriage, a degree of kinship or affinity up to the fourth degree including with the Director, the Secretary General or a member of the SISSA Board of Directors;

h. that they were not dismissed from employment with a Public Administration for persistent poor performance and that they were not dismissed from State employment, pursuant to Art. 127, letter d) of Presidential Decree 10/1/57, No. 3;

2. The prescribed requirements must be owned at expiration date useful for the application's submission in order to be admitted to the selection.

3. Candidates are admitted to the selection procedure with reserve, therefore the exclusion on the grounds of lack of possession of requirements can be made at any time of the procedure through the reasoned judgment of the Secretary General and notified to the person concerned.

Art. 4 - Applications for admission

1. The application to the procedure, completed according to the attached model A (Annex A), must be addressed to the Secretary General of the International School for Advanced Studies - Via Bonomea, 265 - 34136 Trieste, and submitted within the deadline of 30 (thirty) days commencing on the day following the date of publication of this notice in the Official Gazette of the Republic - 4th special series. The publication is immediately published on the SISSA website, and on the relevant sites of the Ministry and of the European Union. If this deadline falls on a public holiday, the application deadline is automatically extended to the first next business day. The application must be duly signed and submitted together with a copy of a personal identity document, under penalty of elimination.

The application may be submitted by one of the following ways:

a. delivered by hand to the Human Resources Office - Via Bonomea 265 - 34136 - Trieste - from Monday to Friday from 8.00 AM until 1.00 PM. In order to respect the deadline, the date and time of delivery of the application to the competent office will be used as confirmation;

b. sent by registered mail with acknowledgment of receipt within the above-mentioned period; in this case the postmark date of the post office will be necessary as confirmation;



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c. applications submitted through PEC (Electronic certified mail) to the SISSA electronic certified mail address: protocollo@pec.sissa.it will also be deemed to be valid within the aforementioned period. The submission of the application must be done exclusively through another PEC; an application sent from a non-certified email address will not be considered valid. Under penalty of exclusion of the application, it is mandatory to attach the application and C.V. in .pdf format to the electronic certified mail which must contain the scanned signature of the candidate, the .pdf scan of a valid identity document (front and back) as well as any other attachments to the application in .pdf format.

2. In their application, candidates must clearly indicate their surname, name, date and place of birth and tax code. In addition, all candidates must declare under their own responsibility:

- a. the citizenship held;
- b. the municipality on whose electoral lists they are registered; in case of non-registration or cancellation must be indicated the reason why.

Foreign candidates must declare that they enjoy civil and political rights in their Country of origin or the reasons for the failure to do so and to have adequate knowledge of the Italian language;

- c. the possession of the requirements in according to the art. 3 of this notice;
- d. that there is no relationship of marriage, a degree of kinship or affinity up to the fourth degree including with the Director, the Secretary General or a member of the SISSA Board of Directors;
- e. that they have no criminal record or any final judgment, as well as to having no knowledge of being subjected to criminal proceedings or any criminal proceedings pending against them;
- f. that they are/are not employees in the public service;
- g. that they were not dismissed from employment with a Public Administration for persistent poor performance and that they were not dismissed from State employment, pursuant to Art. 127, letter d) of Presidential Decree 10/1/57, No. 3;
- h. to be up with the military obligations;
- i. work eligibility;
- j. that they are aware that all communications to candidates will take place via publication on the SISSA website in the page related to the procedure in question which can be accessed at: <http://www.sissa.it/tecnici-amministrativi-temporary> and that, to all intents and purposes, such publication is equivalent to notification.

3. In the application form, the candidate must also indicate the address where any communications are to be sent, the phone number, cell phone, and e-mail address. Any change must be immediately communicated to this School.

4. Pursuant to Law No. 104 of 05.02.1992, disabled candidates must make an explicit request in relation to their disability with respect to the aid necessary, as well as indicating the possible need for extra time for the interview.

5. SISSA does not assume any responsibility for the loss of communications due to an inaccurate address given by the candidate or from failure or delay in the communication of the change of address indicated in the application, nor for any lost mail or telegrams or attributable to third parties, unforeseeable circumstances event or force majeure.

6. Failure to declare any requirements above in the application form will involve the exclusion from the procedure.

7. Candidates must even attach to the application:

- a. a copy of a valid personal identity document;
- b. a training and professional curriculum (European form) dated, signed, and submitted in the form of affidavits according to art. 46 and 47 of Presidential Decree 445/2000;



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c. Annex B) relating to the list of the evaluable titles and a self-certification of the same, as indicated the art. 7 of this notice by explicitly stated that everything in it is true under the art. 46 and 47 of Presidential Decree 445/2000.

The Administration reserves the right to ask the displaying of the titles included in the list on the annex B), during the procedure; in this case:

- citizens of the European Union must produce original qualifications, with certified copies or copies declared to conform to the original through a self-executed affidavit, pursuant to Arts. 19 and 47 of Presidential Decree 445/2000; if written in a foreign language other than English, they must be accompanied by a translation in the Italian language, certified to conform to the foreign text, drawn up by the competent diplomatic or consular representation or by an official certified translator;
- non-European Union nationals in possession of a valid residence permit must produce qualifications in original, in certified copy or copy declared to conform to the original. They must use substitute declarations in the manner prescribed for citizens of the European Union, whether it is to prove status, facts and personal qualities certifiable or attestable by Italian public institutions or, if producing a substitute declaration, this occurs in application of international conventions between Italy and the country of origin of the registrant;
- non-European Union nationals without a residence permit must produce qualifications in original, in certified copy or copy declared to conform to the original.

Certificates issued by the competent authorities of the State of which the foreign non-EU person is a national, if not in the English language, must be accompanied by a translation in the Italian language, certified to conform to the foreign text, drawn up by the competent diplomatic or consular representation or by an official certified translator.

8. On the addressed envelope, candidates, in addition to their own personal details, must also precisely indicate the selection procedure to which they intend to participate (public selection for the recruitment of no. 1 fixed term technologist position on the Projects STATLEARN and BiT).

9. The Administration reserves the right to exercise appropriate controls on the veracity of the content of the substitute declarations.

10. No reference may be made to documents, qualifications and publications already submitted or attached to other SISSA procedures or other administrations.

Art. 5 - Constitution of the Selection Committee

1. The Selection Committee is appointed with a Secretary General decree according with the art. 4 of the SISSA' Regulation for fixed-term Technologists according to the Article 24 bis of the Law 30.12.10, no. 240, issued by D.D. 334 of 06.07.2016.

Art. 6 – Selection modality

1. The Selection Committee verifies knowledge, skills, attitudes and motivations of the candidates referring with the position by a title evaluation and an oral interview, according with the art. 7 and 8 of the notice.

Art. 7 – Titles assessment

1. The Committee evaluates the titles, after having established the criteria, with reference to internationally accepted parameters such as the relevance, the significance and the quality. A maximum score of 20 points is attributed to the titles.



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2. The titles evaluated for each candidate will exclusively be the one listed on annex B), except for any exclusions following a request of displaying and verifying of the titles according with the instructions of art. 4.

3. Evaluable titles are the following:

- Professional qualifications (previous work experiences, etc.);
- Further cultural titles more than the required title;
- Technical and/or scientific and / or professional training.

All titles will be evaluated for relevance to the subject of the announcement and skills and specific knowledge required.

4. The titles must be possessed on the date of submitting application.

5. The titles must be submitted according to the instructions of art. 4 of the present notice. Annex B) must include the statements in a clear and detailed way in order to enable the Commission its evaluation. The Commission has the faculty to not value the titles for which a lack of information doesn't allow a correct evaluation.

6. The periods of duty mentioned in Annex B) must be state in the following way: day, month, year. In the absence of such a complete description of the working period, in the case of indicating the month and year only, the evaluation will be made by default from the last day of the starting month of the period to the first day of the final month indicated.

7. SISSA reserves the right to proceed with adequate verify, including sample checks, on the veracity of affidavits submitted. It's recalled that, under Article 76 of Presidential Decree n. 445 of 28.12.2000, the issue of false declarations, the submission of false documents and the use of them by the said presidential decree shall be punished under the Penal Code and special laws.

8. Non-European Union citizens can use these self-certification forms only to declare states, personal qualities and events certified and attested by public Italian subjects, or in cases where the production of self-declaration is made in application of international conventions between Italy and the country origin of the declarant. If the documents are written in a foreign language, other than English, it must be enclosed a translation into Italian, certified conform to the original text by the competent diplomatic or consular representation, or by an official translator. In all other cases, non-EU citizens must produce qualifications in original or certified copy.

Art. 8 – Admission to the interview and interview schedule

1. Candidates who have obtained a score of at least 14/20 in the titles evaluation will be admitted to the interview.

2. The interview will focus on knowledge and skills that characterize the role as well as on the discussion of specific scientific aspects of the research as indicate in the present notice. Will be also verified the level of knowledge of English. The Commission has 40 points for the evaluation of the oral interview.

3. The candidate will be declared employable in the condition she/he obtains at least 21 points in the interview.

4. The interviews will take place **November the 9th 2016** at the SISSA headquarters in Via Bonomea, 265 – 34136 Trieste.

The schedule of the interviews of the candidates admitted will be published the October the 17th 2016 on the SISSA web site <http://www.sissa.it/tecnici-amministrativi-temporary>. To all intents and purposes, the mentioned publication is equivalent to notification; SISSA does not make personal communications. Therefore, the candidates admitted to the interview are expected to turn up, without prior notice, with a valid identification document, at the place, in the day and at the time



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specified in the notice. Candidates' failure to present themselves for the aforementioned convocation will be considered as an explicit and definitive manifestation of the desire to renounce the selection.

Art. 9 – Identity documents

1. Candidates must have one on the following identity documents to be eligible to the interview:
 - identity card or passport or post office card or firearms license or driver's license;
 - recent photograph applied on a stamped paper, with the candidate's signature authenticated by the mayor or by a notary.
2. The above mentioned documents must be valid.

Art. 10 – Development, approval and duration of the merit list and publication of the merit list

1. At the end of the procedure, a Secretary General decree will approve the merit list formulated on the sum of the evaluations of titles and oral interview for each candidate, in case of tie (equality) preference is given to the youngest candidate.
2. The candidate useful placed in the classification list is declared the winner, according with the limits of the positions of the public selection in notice, under the verification of the required requirements for the admission to employment.
3. The classification list together with the declaration of the winner will be published on the Official register and on official web site of SISSA. This publication will be announced with a notice in the Official Gazette of the Republic - 4th special series. From the day following the date of publication of this notice shall be active the commence the deadline for any appeal.
4. The classification list remains effective for 36 months form the publication date on the Official register of SISSA.

Art. 11 – Constitution of employment and labor contract

1. The candidate declared the winner of the selection will be invited to stipulate with SISSA an individual employment fixed term contract of two years to the role of technologist within the period specified by the note of invitation. After that term, with the exception in case of proven and justified impediment of the discretion for the person concerned to request an extension, it does not give rise to the stipulation of the employment contract.
2. The employment relationship is governed by the individual contract and the current rules regarding employment, including as regards the tax treatment, welfare and social security provided for the employee's income. SISSA also provides insurance coverage relating to accident risks and public-liability.
3. The gross annual remuneration due to the perceiver is omni-inclusive and amounts to Euro 28.212/00.
4. The overall cost of the contract, including the administration charge, weigh for a 50% on the funds of the Project STATLEARN (The reading brain as a statistical learning machine) – Fund manager: prof. Davide Crepaldi (CUP G92F16000120006) - Activities / Work units: accountable costs, Funding institution: ERC – Funding stream: Starting Grant 2015 and for the further 50% on on the funds of the Project BiT (How the Human Brain Masters Time) – Fund manager: prof. Domenica Bueti (G92F16000180006) - Activities / Work units: accountable costs, Funding institution: ERC – Funding stream: Consolidator Grant 2015.



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5. The working time is 36 average weekly hours over a three-months period and the continued service is assured flexibly accompanied to the needs of the research project management, to the entrusted assignment, to the schedule of the structure in which she/he operates, in consideration of the organizational criteria of SISSA.
6. This contract does not give rise to any rights regarding access for employment in the academic or technical / administrative staff of the School.
7. The winner will become subject to a probationary period equal to one-twelfth of the duration of the working relationship established in the contract. The trial period cannot be renewed or extended at maturity. At the end of the trial period without having received an unfavorable opinion of the Project Manager, the period is passed. In the event of an unfavorable opinion, the relationship will be terminated automatically without notice.
8. Passed half of this probationary period, in the remaining part of the period, the employees and the administration, may both conclude the relationship at any time without prior notice nor lieu of notice, except in cases of suspension provided in the Collective National Labor Agreement or new integrative and replacement provisions. The withdrawal works from the moment of notifying the other part. The withdrawal of the School must be justifying.
9. Once the trial period ends without the relationship was prior terminated, the employee refers to be confirmed in duty and she/he is recognized seniority to all effects from the date of recruitments.
10. The cancellation of the recruitments procedure, which is a prerequisite of the employment, is condition of rescission, without prior notice.
11. The employment relationship shall automatically be terminated, without the right to prior notice, to the deadline specified in the contract of employment.
12. The contract may be extended pursuant to Law 240/2010, art. 24-bis, subject to the verification of the continuing organizational requirements and the availability of financial resources. The total duration of the contract including the possible extension cannot exceed five years, in any case.
13. For the remaining regulation it refers to the provisions of the current Regulations and the Collective National Labor Agreement, sector universities.

Art. 12 - Combination and incompatibility

1. The aforementioned contract cannot be combined with either similar contracts, even in other universities or private scientific institutions, or with the PhD grant, either with checks or post-graduate research grants.
2. The fixed term technologist position is incompatible with the exercise of trade and industry. Pursuit of the activities free is compatible only with part-time status equal to or less than 18 hours.

Art. 13 - Presentation of documents for hiring

1. Within thirty days after the stipulation of the individual employment contract, the person involved will be asked to provide documents or to sign the substitute certification declarations proving the possession of the requirements required by the announcement.
2. In order to test the work eligibility to the continuous and unconditional duty the winner will be subjected to medical examination by the doctor in charge of this School.

Art. 14 – Privacy policy

1. In accordance with Legislative Decree no. 30/06/2003, n. 196 the personal information provided by applicants will be used for the purposes of this procedure.



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2. The issue of personal data is required for the requirements' evaluation for participation in the procedure.

Art.15 – Charge of the procedure

1. Pursuant to the provisions of art. 5 of Law 241/90, the charge of the procedure of the present selection is Dr. Alessandra Lucatello, category EP, SISSA - tel: 040-3787.219/226 - fax 040-3787.249 - E-mail: ufficiorisorseumane@sissa.it.

Art.16 - Final rules

1. For anything not provided in this announcement it is subject to the current law, mutatis mutandis.

Trieste, September the 7th, 2016

THE SECRETARY GENERAL
dr. Gabriele Rizzetto