



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI

Translation of Announcement n. 692 dated 24.11.2017

The Secretary General

- HAVING SEEN** law 05.09.1989, no 168 "Establishment of the Ministry of University and Scientific and Technological Research";
- HAVING SEEN** law 07.08.1990, no 241 "New regulations on legislative procedure" and subsequent amendments and additions;
- HAVING SEEN** 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** the 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 concerning the general rules of employment in the public administrations 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** 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* which introduces the figure of the technologist on a fixed-term basis;
- 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 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 request approved by the Neuroscience Area Council on 05.09.2017, of no. 1 technologist, with a fixed-term contract for two years, (eventually renewable if required by the persistence of organizational needs and the availability of research funds), to support the research group activities within the Project GrapheneCore 2, "Graphene Flagship Core Project 2", at the Neuroscience Area of SISSA, to be recruited through a public selection procedure based on qualifications and interview;
- GIVEN** the resolution of the SISSA Board of Directors on 26.09.2017, with the assent of the Academic Senate issued in the meeting of 19.09.2017, which, in order to support the activities of the research group within the Project GrapheneCore 2, "Graphene Flagship Core Project 2" has authorized the call of a public selection procedure to recruit a technologist on a fixed-term contract according to Article 24 *bis* of the Law 30.12.10, no. 240;
- AKNOWLEDGED** that on 21.11.2017, prof. Ballerini (referent for the position of technologist) has pointed out that the technologist will also support the project "Towards an



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI

ESTABLISHED

active bypass for neural reconnection - ByAxon”, Grant Agreement number 737116, financed by the European Commission within Horizon 2020; the existence of available funds to cover the expense related to the full time technologist position that will be charged on project funds for two years as follows:

80% on the funds of the Project GrapheneCore 2 - “Graphene Flagship Core Project 2”, Project n.785219 - Fund manager: Prof. Laura Ballerini; financed by the European Commission within Horizon 2020; date of start of the project: 01.04.2018, date of end of the project: 31.03.2020; Activities / work units: accountable costs, UGOV code of the project: R_H2020_FETFLAGSHIP2_NEUR_Ballerini_0418; CUP: G92F17000410006;

the remaining 20% on Project funds: “Towards an active bypass for neural reconnection - ByAxon”, Grant Agreement number 737116, Fund manager: Prof. Laura Ballerini; financed by the European Commission within Horizon 2020; date of start of the project: 01.01.2017, date of end of the project: 31.12.2020; Activities / work units: accountable costs; UGOV code: R_H2020_FETOPEN_NEUR_Ballerini_0364, CUP: G92F16000420006;

DECREES

Art. 1 - Positions open to competition

1. A public selection procedure based on qualifications and interview, is announced for the recruitment of no. 1 fixed-term technologist in accordance with Article 24 *bis* of Law 30.12.10, no. 240, for a full-time (36 hours) two-year-contract, eventually renewable up to maximum a further three years if required by the persistence of organizational needs and the availability of research funds. This position is necessary to support the research team within the Project GrapheneCore 2, and in part to support the team of the European project “Towards an active bypass for neural reconnection - ByAxon” at the Neuroscience Area.

2. • This Administration guarantees equality and equal opportunities in accessing job posts and in job treatment between male and female participants in accordance with Art. 7 of the Legislative Decree no. 165/2001.

Art. 2 – Role, activities, skills

1. Job description: support the organization and dissemination of the European research projects, Graphene Core 2 and “Towards an active bypass for neural reconnection - ByAxon”;

2. Specific activities: management of EU platforms (EMDESK, Participant Portal and OnBoard) for scientific dissemination and for the regular monitoring of the progress of tasks (publications, dissemination events, missions, PM and financial reporting).

3. Areas of research activities: Material technologies and neuroscience.

4. Duties and responsibilities:

- Attend courses on European projects (budgeting, management, dissemination, etc.);
- Participate to missions abroad for monitoring and managing tasks;
- Contribute to the development and management of the project;



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI

- Be in charge of the IT part of European projects, especially with regard to the EMDESK management platform where the Graphene core 2 lies (in continuity with the project Graphene Core 1);
- Generate ideas, manage them and implement them also in collaboration with other people;

Art. 3 – Admission Requirements

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

Curricular requirements

- Academic title: University degree.
If the degree has been awarded abroad, candidates must provide the documents that certify that these qualifications are considered equivalent according to the Italian laws in force (art. 74 of D.P.R.382/1980 or art. 38 of Legislative Decree no. 165/2001) . If candidates, do not comply with the requirement while submitting the application, they will be admitted to the selection procedure with reserve .
If such candidate should win the selection, the necessary documents certifying that his/her qualifications are considered equivalent according to the Italian law in force must be submitted by the date of the signature of the contract.
- At least three-year proven experience in the management of European projects, regarding the financial reporting and the general management, especially for the EU flagship; journalistic experience in relation to dissemination activities.
- Experience on:
 - development and budgeting of European projects (7PQ, H2020 – ERC, FET OPEN, etc.), including the financial reporting of the Graphene Flagship project;
 - administration of orders and missions, financial reporting, management of European and National projects (such as PRIN and FIRB);
 - knowledge of European IT platforms, especially EMDESK (but also Participant Portal, MIUR, OnBoard, etc.);
 - draft of essays and /or dissemination articles, both paper and on line;
 - professional updates on project design and reporting (European and National);

Additional requirements: skills and abilities

- Professional and/or cultural qualification related to the type of activity to be carried out, supported by previous relevant work experience for at least three years in public administrations, private companies or as a freelancer;
- Proven experience on dissemination activities;
- Good project management skills;
- Good knowledge of techniques and methods of managing research projects;
- Excellent knowledge of the Italian language written and spoken;
- Good knowledge of the English language;
- Very good ability to work as a team member;
- High relational and cooperation skills;
- Good organizational and problem solving skills (self-initiative, autonomy, reliability and precision);

General requirements

- full enjoyment of Civil and Political Rights;
- applicants should be 18 years of age or over;
- meet any obligations under national laws on military service;



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI

- physical fitness requirements for recruitment. The Administration can require the successful candidates to undergo a medical examination, in accordance with the current regulations;
 - 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;
 - 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. Candidates must be in possession of the above mentioned requirements at the deadline of this announcement.
 3. All Candidates are admitted to the selection procedure with reserve. The administration office reserves the right, at any time and with motivated provision, to exclude candidates who do not meet the established requirements through a Secretary General's decree. The exclusion will be communicated to the candidate.

Art. 4 - Applications for admission

1. Application forms (Annex A attached to this call for applications), 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 call is immediately published on SISSA's website, and on the pertinent sites of the Ministry and of the European Union. If this deadline falls on a non-working day, the application deadline is automatically extended to the first working day. The application must be duly signed and submitted together with a copy of a personal identity document, under penalty of exclusion.

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

- 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;
- 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;
- 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 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 attachment to the application in .pdf format.

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;



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI

- b. that they are either registered on the electoral list in the city of residence, or no longer registered (please enlist the reasons of removal from the register/ failure to register); Foreign candidates must declare in the application under their own responsibility that they enjoy full civil and political rights in their Country of origin or the reasons for exclusion and to have an adequate knowledge of the Italian language;
- c. the possession of the requirements according to 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/have not been convicted or found guilty of a criminal offence, and there are/ aren't criminal proceedings pending against them;
- f. that they are/are not employed in the Public Administration;
- 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 meet military obligations;
- i. they have physical fitness requirements for recruitment;
- j. that they are aware that all communications to candidates will take place via publication on SISSA's website on the page related to this procedure 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.

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

3. 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.

4. 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 mail loss attributable to third parties, unforeseeable circumstances event or force majeure.

5. Failure to declare any of the above requirements in the application form will determine the exclusion from the procedure.

6. Candidates must also attach to the application:

- a. a copy of a valid personal identity document;
- b. The application must be accompanied by a European curriculum vitae, in Italian or English, containing a detailed description regarding the studies and professional experience gained; the Curriculum vitae must be signed and must be produced by personal sworn declaration pursuant to art.46 and 47 of Pres. Dec. 445 dated 28.12.2000;
- c. Annex B) relating to self-certification of the evaluable qualifications as indicated by art. 7 of this notice with an explicit declaration that everything in it is true in accordance with art. 46 and 47 of Presidential Decree 445/2000.

Citizens of the European Union can:

- self-certify the possession of qualifications using the *dichiarazione sostitutiva di atto di notorietà* (Annex B). If the degrees have been issued by a Public Administration, please note that they can be only self-certified by the candidate.



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI

or

- submit an original copy of the qualifications, or valid certified copies through a dichiarazione sostitutiva di atto di notorietà, pursuant to Arts. 19 and 47 of Presidential Decree 445/2000; all documents and certifications issued in other languages (except English) must be translated into Italian by a recognized authority/Embassy or by an official translator.

Non-European Union foreign citizens in possession of a valid residence permit may submit an original copy of the qualifications, or valid certified copies. They can use the dichiarazione sostitutiva di atto di notorietà as for citizens of the European Union, limited to prove status, facts and personal qualities which can be certified by Italian public institutions or, in application of international conventions between Italy and the Country of origin of the applicant.

Non-European Union nationals without a residence permit may submit an original copy of the qualifications, or valid certified copies. Certificates issued by the competent authorities of the State of which the non-EU foreign is a citizen must submit all documents and certifications issued in other languages (except English) translated into Italian by a recognized authority/Embassy or by an official translator.

7. On the addressed envelope, candidates, in addition to their own personal details, must also indicate the selection procedure to which they are applying (public selection for 1 Technologist in support to the Graphene Core 2 and ByAxon projects).
8. The Administration reserves the right to exercise appropriate controls on the veracity of the content of the substitute declarations.
9. 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 Evaluation Committee

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

Art. 6 – Evaluation procedure

The Evaluation Committee verifies knowledge, skills, attitudes and motivations of the candidates in relation to the professional profile required through an evaluation of the qualifications and an interview, according to art. 7 and 8 of the notice.

Art. 7 – Assessment of qualifications

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

Qualifications	CRITERIA	SCORE
Professional qualifications	<ul style="list-style-type: none">• Relevance to the role requested	Maximum 10 points



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI

	<ul style="list-style-type: none"> • Significance to the activities required • Experience on European project management 	
Further qualifications	<ul style="list-style-type: none"> • Relevance to the role requested • Significance to the activities required 	maximum 5 points
Technical and/or scientific and/or professional education	<ul style="list-style-type: none"> • Training on research project management especially European • Training in project management: financial reporting, knowledge and management of a European project 	maximum 5 points

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

2. The qualifications must be possessed on the date of submitting the application.

3. The qualifications may be submitted according to the instructions of art. 4 of the present notice. All self-certification forms must contain statements in a clear and detailed way in order to enable the Commission to evaluate them.

The periods of duty mentioned in Annex B) must be stated in the following way: day, month, year. In absence of such complete description of the working period, in case the candidate indicates 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.

4. SISSA reserves the right to exercise appropriate controls on the veracity of the content of the substitute declarations, including sample checks. 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 shall be punished according to the Penal Code and special laws.

5. Non-European Union citizens can use these self-certification forms only to prove status, facts and personal qualities which can be certified by Italian public institutions or, in application of international conventions between Italy and the Country of origin of the applicant. If the documents are written in a foreign language, other than English, they must be translated into Italian by a recognized authority/Embassy 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 qualifications' evaluation will be admitted to the interview.



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI

2. The interview will focus on knowledge and skills that characterize the role of the present notice. The level of knowledge of English will also be evaluated. The Commission has 10 points for the evaluation of the oral interview.
3. The candidate will be declared eligible if she/he obtains at least 7/10 points in the interview.
4. The interviews will take place at SISSA in Via Bonomea, 265 – 34136 Trieste.
The interview schedule of the eligible candidates will be published on **12th February 2018** on SISSA's website <http://www.sissa.it/tecnici-amministrativi-temporary>. To all intents and purposes, the mentioned publication is equivalent to notification. 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 specified in the notice. Candidates' failure to present themselves for the aforementioned convocation will be considered as an explicit and definitive desire to renounce to the selection.

Art. 9 – Identity documents

1. Candidates must have one on the following identity documents to be eligible for 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.The abovementioned documents must be valid.

Art. 10 – Constitution, approval, duration and publication of the merit ranking

1. The merit ranking is approved by means of a Director General's decree and is the result of the marks obtained during the interview and the assessment of qualifications. In case of *ex equo* preference is given to the youngest candidate.
2. The candidate with the highest score is declared the winner, prior confirmation of the requirements for the admission to employment.
3. The merit ranking and the announcement of the winner will be published on the Official register and on official website of SISSA. Such 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 the deadline for any appeal shall start.
4. The merit ranking remains effective for 36 months starting from the publication date on the Official register of SISSA.

Art. 11 – Constitution of employment and contract

1. The winner of the selection will be invited to stipulate with SISSA an individual, full time (36 hours), fixed term employment contract of two years as technologist within the deadline specified in the note of invitation. After the deadline, with the exception of proven and justified impediment of the candidate and subsequent postponement of the deadline, the employment contract will not be stipulated.
2. The employment relationship is governed by the individual contract and the current rules regarding employment, including those regarding fiscal, welfare and social security. SISSA also provides insurance coverage in relation to accident risks and public-liability.
3. The gross annual remuneration due to the perceiver is omni-inclusive and amounts to Euro 28.212,20.
4. The overall cost of the contract, including administration charges, is financed as follows: 80% on the funds of the Project GrapheneCore 2 - "Graphene Flagship Core Project 2", Project n.785219 -



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI

Fund manager: Prof. Laura Ballerini; financed by the European Commission within Horizon 2020; date of start of the project: 01.04.2018, date of end of the project: 31.03.2020; Activities / work units: accountable costs, UGOV code of the project: R_H2020_FETFLAGSHIP2_NEUR_Ballerini_0418; CUP: G92F17000410006 and for the remaining 20% on Project funds: "Towards an active bypass for neural reconnection - ByAxon", Grant Agreement number 737116, Fund manager: Prof. Laura Ballerini; financed by the European Commission within Horizon 2020; date of start of the project: 01.01.2017, date of end of the project: 31.12.2020; Activities / work units: accountable costs; UGOV code: R_H2020_FETOPEN_NEUR_Ballerini_0364, CUP: G92F16000420006;

5. The working time is an average of 36 hours per week over a three months period and is adapted to the necessities of the research project, to the tasks given and to the time schedule of the structure in which the employee operates, in consideration of the organizational criteria of SISSA.

6. This contract does not give rise to any right 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 the end of the trial period if there are no negative assessments from the referent of the project, the trial is considered as successful. In the event of a negative assessment, the relationship will be terminated automatically and without notice.

8. When half of this probationary period has passed, the employee and the administration, may both conclude the relationship at any time without prior notice nor lieu of notice, except in cases of suspension in accordance with the Collective National Labor Agreement and further modifications. The withdrawal is effective from the date of notification to the other part. The withdrawal of the School must be motivated.

9. Once the trial period ends, if no withdrawals have occurred, the employee is confirmed in duty and she/he is recognized seniority to all effects from the date of recruitment.

10. The cancellation of the recruitment procedure, which is a prerequisite of the employment, is condition of rescission, without prior notice.

11. The employment relationship shall automatically be terminated, without right to prior notice, at the deadline specified in the contract of employment.

12. The contract may be extended pursuant to Law 240/2010, art. 24-bis, if required by the persistence of organizational needs and the availability of research funds. The total duration of the contract including the possible extension cannot exceed five years, in any case.

13. For anything that is not expressly covered in the present announcement reference shall be made to the provisions of the current Regulations and to the Collective National Labor Agreement, University Section.

Art. 12 - Overlapping and incompatibility

1. The aforementioned contract cannot be held contemporarily neither with other similar contracts, even in other universities or private scientific institutions, nor with PhD/research/post-graduate fellowships.

2. The fixed term technologist position is incompatible with trade and industry activities. Freelance activities are compatible only with part-time status equal or inferior to 18 hours per week.

Art. 13 - Presentation of documents for employment



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI

1. Within thirty days after the stipulation of the individual employment contract, the employee will be asked to provide documents or to sign a self-declaration as proof of the possession of the established requirements of the announcement.
2. To confirm that the employee has physical fitness requirements for recruitment, she/he will be subjected to a medical check-up by the doctor of this School.

Art. 14 – Personal data handling

1. In accordance with Legislative Decree no. 30/06/2003, n. 196 the personal data collected for the present proceeding will be processed for the sole purposes connected with and instrumental to the selection procedure and the eventual management of the job contact.
2. The issuing of personal data is required for the evaluation procedure and selection.

Art.15 – Head of procedures

1. Pursuant to Law no. 241/1990, the head of the procedures of this announcement is Dott.ssa Alessandra Lucatello, category EP, of SISSA - tel: 0403787219 – fax 0403787249 – e-mail: lucatello@sissa.it.

Art 14 Referring Provisions

For anything that is not expressly covered in the present announcement reference shall be made to current norms and provisions, where applicable.

Trieste, 24.11.2017

THE SECRETARY GENERAL
dr. Gabriele Rizzetto