PEOPLE MANAGEMENT AND DEVELOPMENT OFFICE (GESP)

SISSA

WHAT WE DO

- Manage recruitment and selection procedures
- Manage staff careers and employment status
- Manage training and professional development (PTA)
- Manage staff evaluation and incentive schemes (PTA)

WHEN TO CONTACT US

- For enquiries about selection and recruitment procedures
- For staff career or employment matters, such as external assignments and contract renewals
- For working hours and absences (PTA)
- For Technical and Administrative staff training and missions
- For Technical and Administrative staff evaluation or incentive schemes

INFORMATION TO INCLUDE

- Type of request; staff member or procedure; unit/contact person; short description; deadline and supporting documents, if relevant

CONTACT & USEFUL LINKS

- **General contact:** ufficiorisorseumane@sissa.it
- **Administrative/technical staff recruitment:** concorsi.pta@sissa.it
- **Academic/research staff recruitment:** concorsi.doc@sissa.it
- **Pre-tenure recruitment and career management; recruitment for consultancy roles:** contrattiricerca@sissa.it
- **Administrative/technical staff training and development, missions and ERASMUS:** formazione@sissa.it
- **Administrative/technical staff evaluation:** valutazione@sissa.it
- **Administrative/technical staff progression:** peo@sissa.it
- **Administrative/technical staff attendance/absence:** presenze@sissa.it; malattia@sissa.it; smartworking@sissa.it
- Recruitment
- Administration

PEOPLE MANAGEMENT AND DEVELOPMENT OFFICE (GESP)

SISSA

PEOLE & ROOMS

Head of office

- Alessandra Paperio – *room 205*

- Francesca Sarpi – *room 202*
- Martina Petelin – *room 202*
- Morena Canarecci – *room 206*
- Alexia Rendina - *room 206*
- Valeria De Marco – *room 204*