

competitive selection based on qualifications and exams,  
for the recruitment of n. 1 technologist (18 months fixed terms part-time employment contract)  
Category EP, level EP3, at the Department of Law (Di:Gi☺)  
Summary of the competition announcement

Activity: technical-administrative support to the research activities concerning:

- The monitoring of calls and funding tools to submit to the Faculty of the Di.Gi. (Law Department);
- The assistance to Faculty in the preparation and implementation of research projects, with respect to bureaucratic-administrative issues;
- The training of some administrative staff of the Department, in order to ensure them the necessary skills in research design and funding.

The gross wage for the duration of the contract corresponds to the salary of the position EP level EP3, - € 40.075,98

The workplace is the “Dipartimento di Giurisprudenza” of the Università degli studi di Palermo

Duration: 18 months.

Requirements for participation:

- Italian 2<sup>nd</sup> cycle degree;
- Specific professional experience, of at least two years, consistent with the activity to be performed, in public administration offices or private agencies in the following fields: European planning, both on research lines (Horizon 2020 and others) and on mobility programs (Erasmus plus and others), with respect in particular to the juridical and humanistic areas; project management; management of training in project design and management, with respect in particular to the juridical and humanistic areas.

Candidates must possess these admission requirements by the application deadline; the requirements will be preliminarily evaluated by the examining board.

Candidates with qualifications obtained abroad must have received, prior to the deadline for applications, the declaration of equivalence with Italian qualifications.

How to present applications and documents:

Applications should be submitted through the on-line application available at <https://concorsi.unipa.it>

Applications should be printed, signed, scanned and sent, irrevocably, before h. 24,00 of the 30th day after publication of the Call on the Gazzetta Ufficiale della Repubblica Italiana, through certified post (PEC), sending, from a personal PEC address, an e-mail to [pec@cert.unipa.it](mailto:pec@cert.unipa.it), with the following object: N. 1 Tecnologo a tempo determinato- Dipartimento di Giurisprudenza – 2018TEP1 - quoting the progressive number attributed by the online application procedure.

Foreign applicants may submit their application through simple email with digital signature (art. 8, Law 35/2012) at the address: [mail-protocollo@unipa.it](mailto:mail-protocollo@unipa.it), with the following object: N. 1 Tecnologo a tempo determinato- Dipartimento di Giurisprudenza – 2018TEP1 - quoting the progressive number attributed by the online application procedure.

Application fee: candidates must attach to the application the receipt of payment of € 10,00 to the account n. 000300004577 in the name of Università di Palermo - Agenzia A - Via Roma, Palermo - UniCredit S.p.A. - IBAN: IT09A0200804682000300004577.

From abroad - SWIFT/Code: UNCRITMMPAE.

When filling their application form, candidates must declare:

- Name and surname;
- Place and date of birth;
- Tax Code (only Italian citizens);
- Address;
- Personal certified e-mail address (PEC) (only Italian citizens);
- Simple e-mail address for foreigners;
- Phone number;
- Name of the Degree, Master Degree (or of the equivalent degree, if any);
- Specific professional qualification;
- the knowledge of English language or other European language, and of Italian language (if not Italian citizens);
- Citizenship.

Applicants must also declare they benefit from civil and political rights and they possess adequate command of Italian language.

Attachments to the application:

- Valid Identification document (both sides);
- Tax code or National Healthcare card;
- Curriculum vitae (signed copy);
- List of useful document (signed copy);
- Documents related to Specific professional experience;
- Any other document required by the call;
- The payment receipt of application fee (€10.00);
- Italian translation of documents in foreign languages (except for English, French, German and Spanish), certified by the relevant diplomatic office.

Exclusion from the competitive selection:

- Lack of one or more requisites provided by art. 2 of the call
- Incorrect transmission of the application
- Late transmission of the application (after the deadline)
- Failure to pay the admission fee (€10.00)

Selection procedures:

Based on the number of candidates, the University might decide to carry out a pre-selection test, consisting of a series of multiple choice questions aiming at assessing candidates' competences with respect to the issues of the competitive selection.

The date and place of possible pre-selection and of the written and oral tests will be announced through publication on the university website, on the page <http://portale.unipa.it/albo.html> e and <http://www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/PersonaleTA/tecnologi/> at least 15 days before the test dates. The publication shall be considered as formal convocation.

**The first 15 candidates** of the pre-selection ranking list will be admitted to subsequent tests.

The date and place of the written tests and oral examination will be communicated to candidates by certified email (PEC) or by registered letter against acknowledgement of receipt, in the case of foreign applicants.

## Qualification and curriculum evaluation

The following qualifications, if consistent with the technical-administrative support to the research activities, might be considered:

- Professional experience in public or private agencies, exceeding the 2 years provided as access requirement: up to 15 points;
- Computer skills qualifications: ECDL, MOS, EIPAS or equivalent qualification: up to 5 points
- Other qualifications: Degrees different from the required one, post-graduate qualifications (other degrees, specialisations, grants, research grants, PhD): up to 10 points;

The evaluation of qualifications and curriculum is carried out after written examinations and prior to the evaluation of written tests. The result of the evaluation is published on the University website:

<http://www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/PersonaleTA/tecnologi/>

The documentation about qualifications and prior experience must be sent, attached to the application form, by certified email (PEC) (Italian citizens) or e-mail (foreign applicants) within the fixed deadline.

The examining Board (three members) will be appointed by Rector's Decree.

During its first meeting, the examining Board will fix the criteria for candidates' assessment. The Board will ascertain access requirements after the pre-selection, if any, and in any case before written examinations.

### Examinations

- a) First Written test:
  - European research Funding lines;
  - Horizon 2020 and other research support programs to be used in legal and human sciences;
  - European regulations about research.
- b) Second written test:
  - Research management
  - Management and preparation of the technical-administrative documentation of research projects;
  - Organisation models of the administrative support to research projects.
- c) Interview, based on:
  - the topics of the written tests;
  - the knowledge of University Statutes;
  - the knowledge of English Language and of at least another foreign language chosen by the candidate
  - the knowledge of the computer applications related to the specific activities to be performed.

The examining Board may award 120 points, divided as follows:

- 30 points for the first written test;
- 30 points for the second written test;
- 30 points for the interview;
- 30 points for qualifications.

The Call for the selective competition, consisting in a Rector's Decree, will be advertised in Italian and English, after publication on the "*Gazzetta Ufficiale della Repubblica Italiana, 4<sup>a</sup> serie speciale Concorsi ed Esami*", on the official Board of the University:

<http://portale.unipa.it/albo.html> . as well as on the University website:

<http://www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/PersonaleTA/tecnologi/> ,

on the MIUR - website: <http://bandi.miur.it/index.php>

on the European Union website:

<http://www.ec.europa.eu/euraxess/index.cfm/jobs/index>