



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
DIPARTIMENTO DI FISICA E ASTRONOMIA
"AUGUSTO RIGHI"

Rep. n. 300 Prot. n. 2042 del 12/10/2022

**PUBLIC NOTICE OF SELECTION, BY QUALIFICATIONS AND INTERVIEW, FOR THE
ASSIGNMENT OF ONE NON-OCCASIONAL SELF-EMPLOYMENT ASSIGNMENT FOR THE
NEEDS OF THE DEPARTMENT OF PHYSICS AND ASTRONOMY "AUGUSTO RIGHI" OF
ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA**

THE DEPARTMENT DIRECTOR

TAKING INTO ACCOUNT art.. 2222 and seq. Italian Civil Code;

TAKING INTO ACCOUNT art. 7 D.Lgs.165/2001 and seq.;

TAKING INTO ACCOUNT Law 240/2010;

TAKING INTO ACCOUNT D.lgs. n. 33/2013 and seq.;

TAKING INTO ACCOUNT art. 1, comma 303 Law 232/2016;

CONSIDERED the decision of the Board of the Department dated 06/07/2022 which authorizes the assignment in order to perform the activities described in the following art. 1;

VERIFIED the unavailability of Department's personnel able to perform the activities;

DISPOSE

A comparative procedure is launched, based on qualifications and interview, for the assignment of one non-occasional self-employment assignment as Communication Coordinator / Senior Communication Officer lasting 36 months in support of the Project "DCC-CR: Decade Collaborative Centre for Coastal Resilience" for the needs of the Department of Physics and Astronomy

Article 1

**Project for which the assignment is needed.
Duration, services and location of the assignment**

The service will have a duration of 36 months for approximately a number of 1900 yearly work hours.

Goals and Project

As part of the ocean decade, the UN Coastal Resilience Coordination Center (hereinafter DCC-CR) will primarily contribute to the challenge of increasing community resilience to coastal risks. The DCC will provide support to the Coordination Unit of the Decade (DCU) within the UNESCO-IOC Secretariat by catalyzing and coordinating the actions of the decade related to coastal resilience.

The DCC-CR is legally a Departmental Center of the University of Bologna (UNIBO), and in particular of the Department of Physics and Astronomy. The DCC-CR will be directed by the Director of the Center, Prof. Nadia Pinardi, professor at UNIBO. The Director, in consultation with the DCU, will be responsible for developing the Centre's research and innovation strategy and supervising the annual implementation plan.

The Center will have a Program Committee composed of national scientific experts, international representatives of the Coastal Resilience Community and an International Advisory Committee.

The objectives of the project are detailed in Annex 1.

Object of the assignment and skills

The Communication Coordinator /Senior Communication Officer will have to carry out the following activities:

- contribute to communication and engagement strategies to increase awareness of the DCC activities, the UN Decade and its dissemination to users, implementing a wide range of traditional and digital communication, promotion and community initiatives; in particular, and in close collaboration with the Director, the Program Specialist, the Program Committee and the International Advisory Board, the Communication Officer will be responsible for the preparation and implementation of a DCC strategy for inclusive communication, specifically dedicated to strengthening the uptake by the Community's stakeholders of practice at the global level, based on principles of equity in access to information;
- coordinate the development of digital solutions to reach existing and new coastal communities and stakeholders, rely on the development of new participatory communication strategies to stimulate global stakeholder engagement in different geographical areas, improve the visibility of the DCC including, but not limited to, newsletters, videos, apps, webinars, online surveys and regular consultations with existing users, and focus on the inclusion of potential new users;
- contribute to the organization and effective promotion of important communication events on the ocean and its coastal area;
- manage the websites and social channels of the DCC also through relations with external providers in order to ensure efficient and timely management of the overall online presence of the DCC and its various channels;
- propose and implement strategies and plans to raise awareness online, for the promotion of events of the ocean and its coastal zone, publications, newsletters of the United Nations Decade;
- contribute to tasks such as planning, reporting, risk management;
- contribute to the procurement processes for the selection of service providers for Communication activities and ensure the correct management and execution of the respective contracts.

Skills and characteristics of the profile sought:

Professionalism: Experience in the development and implementation of communication strategies for international organizations; Experience in digital media campaigns, including knowledge of website design, management and professional use of social media platforms for communication campaigns and management of publication and video production; Experience in the management of contracts;

Teamwork: works in collaboration with colleagues to achieve organizational goals; solicits input by sincerely valuing the ideas and skills of others; is willing to learn from others; places the team's agenda before the personal agenda; supports and acts in accordance with the group's final decision, even when such decisions may not fully reflect their own position; shares credit for the team's achievements and accepts the joint responsibility for team shortcomings.

Design and Organization: Experience in the promotion and management of major international events; Experience working with the press and in organizing and covering press conferences and briefings; Experience and knowledge of the organization, structure and working procedures of international organizations; Experience in crisis communication;

Judgment/decision-making: identifies key issues in a complex situation and quickly gets to the heart of the problem; gathers relevant information before making a decision; considers the positive and negative impacts of decisions before making them; makes decisions taking into account the impact on others and the Organization; proposes a course of action or makes a recommendation based on all available information; verifies assumptions against the facts; determines that the proposed actions will meet the needs expressed and underlying the decision; makes difficult decisions when necessary.

Location

Contract services will be mainly carried out at the Department; also they can be carried out at any other University site or location chosen by the collaborator if functional to the achievement of the assignment goals.

Article 2 Admission requirements

This call will be open to both permanent employees of the University classified in **category D and / or EP**, and external subjects (with or without VAT number)

The requirements for admission to this comparative assessment are as follows:

1. Qualification: Master's degree or equivalent qualifications.
2. Qualified professional experience and skills gained (at least 12 months) in public bodies or private organizations in relation to the object of the contract and in line with the profile sought.
3. Not having reported criminal convictions and / or not having pending criminal proceedings such as to determine situations of incompatibility with the task to be carried out
4. Enjoyment of civil and political rights
5. Attestation of knowledge of written and spoken English.

For qualifications obtained abroad, the declaration of equivalence issued in accordance with current legislation on the subject is required. In the absence of the aforementioned declaration, candidates must attach to the application a translation into Italian of the foreign qualification, accompanied by a self-declaration relating to the conformity with the original of the translation itself.

The foreign qualification can be declared admissible by the Selection Committee, for the sole purpose of participating in the selection. The winner, in the event that he has obtained his qualification in a country not belonging to the European Union, must transmit to the Department, with the same procedures provided for the submission of the application for admission, the official translation with declaration of value of the foreign title by the competent Italian diplomatic or consular representations in the country of origin, according to the regulations in force on the subject, within 120 days of the decree approving the acts of selection.

The selection is not open to any persons who are related by blood or by marriage up to the fourth degree, to a professor working in the department or the University for which the call is issued, or to the Rector, Director General or a member of the Board of Governors of the University. Moreover, the selection is not open to retired employees according to art. 25 Law 724/1995.

The prescribed requirements must be met on the expiration date of this notice.

Failure to meet the admission requirements or failure to declare them will result in the exclusion of the candidate from the selection procedure.

Article 3 University employees

Permanent University employees may apply using annex 2 form (see following art. 5). The application of employees lacking the clearance of their managers (NULLA OSTA, see annex 3) will not be considered.

Activities can be carried out by University employees only with regard to University collective labour agreements and in accordance with current laws, in particular D.Lgs. 165/2001 and s.m.i.

Activities will be carried out by the University employer during office hours with no extra payment as compensation as they are considered part of the service usually provided.

Article 4 Application

Applications (drafted using the form in annex 2), addressed and accompanied by the documentation specified below, shall be delivered without fail to this Administration **not later than November 25th, 2022**

This call for application will be published on the University website <https://bandi.unibo.it/collaborazioni/incarichi> and on the Department website <https://fisica-astronomia.unibo.it>

The application may be submitted:

- by PEC (certified e-mail), sending an email message from a personal PEC address to difa.dipartimento@pec.unibo.it containing the application, filled and signed, along with every other document required, in pdf format, together with a scan of a valid ID document;
- by e-mail, sending an e-mail message from the candidate's own e-mail address to difa.contratti@unibo.it containing the application, filled and signed, along with every other document required, in pdf format, together with a scan of a valid ID document.

The date and time of receipt of the applications will be proved by the date and time of the email.

Any applications received without proper signature or beyond the deadline or received with different submission methods will not be accepted.

The Department will not be held responsible for non-delivery of communications if not caused by its employees.

In the application candidates must indicate, under their own responsibility:

- surname and name;
- date and place of birth;
- nationality;
- residence and chosen address for correspondence for the purposes of this selection;
- that they do not have a criminal record and are not involved in any current criminal proceedings (or if so, state which);
- that they have the qualification required by art. 2 of the call for applications.

Disabled candidates, according to art. 3 Law 5.2.1992, n. 104, will be able to request in the application benefits intended by art. 20 of said Law (datelines, certain devices etc) by attaching certification regarding their disability as released by competent medical commission.

Candidates must also enclose the following with their applications:

1. signed and dated professional resume. The curriculum must highlight, in detail, all the training and professional experiences gained, as well as the qualifications that are intended to be presented for the purpose of their evaluation;
2. certification proving the knowledge of the spoken and written English language;
3. list of qualifications to be produced for the purpose of their valuation;
4. copy of a valid identity document;
5. Permanent employees of the University must submit the authorization of the Responsible of the Structure (Annex 4).

All candidates are admitted to the selection under condition of verifying the actual possession of the requirements requested to participate; the Administration may arrange at any time, even after the interview, to exclude a candidate from the selection.

When dealing with public administration bodies and public services operators, all certificates released by italian public administration are substituted by self-declarations (according to art. 46 and 47 D.P.R. 445/2000.

Certifications attached to the applications will not be considered in the evaluation of qualifications, according to art. 15, L.183/2011. These certifications will have to be self certified by the candidate.

Article 5

Admission, method of selection, ranking list and communication to candidates

The selection will take place on the basis of the evaluation of qualifications and a technical-practical interview carried out by a Committee of experts.

Candidates excluded by the procedure will be notified by email.

Candidates not receiving any exclusion notice by the date of the interview will have to show up at the interview.

External candidates will be notified via email message of **date, time and place of the interview, which may also take place remotely on Teams platform, at least 10 days in advance.**

The selection of external candidates will be carried out only in the event that there is no availability of permanent employees of the University or in the event that they are not suitable for selection.

During the interview, knowledge and skills reported in the description of the profile sought pursuant to art. 1.

Also, the candidate's professional CV will be discussed and the knowledge of English language verified.

In order to be able to access the interview, candidates must have a valid ID document.

The candidate's interview will succeed with a minimum score of 21/30.

The categories of qualifications listed in Annex 5 to this notice may be assessed on the basis of the score described therein. The overall score cannot exceed 20 points. Qualifications received after the deadline for submitting applications for participation in the competition will not be evaluated.

Qualifications may be self-certified by means of a declaration in lieu of a notorious act or self-certification contained in the professional curriculum.

The result of the evaluation of the qualifications will be announced before the interview takes place.

The final overall score (max 50 points) will be given by the sum of:

- score obtained in the interview (max 30 points);
- score reported for the qualifications provided for in Annex 5 (max 20 points).

At the end of the selection procedure the Committee will draw up a ranking list valid for a period of 12 months in case of waiver of the winner.

The Department Director shall formally confirm in writing his approval of the ranking list drawn up by the Committee which will be published on <https://bandi.unibo.it/collaborazioni/incarichi> and on the Department Web site <https://fisica-astronomia.unibo.it>.

The winner and the suitable candidates in the ranking list will receive by email message the official results.

Article 6

Total remuneration and specific methods of performance of the service for external staff

The gross remuneration subject, calculated annually, is equal to € 66,000.00 (sixtysixthousand/00), including tax and social security and insurance charges imposed by law on the collaborator.

The collaborator is entitled to reimbursement of expenses that may be necessary for the performance of the activities covered by the contract, subject to authorization and upon presentation of appropriate documentation, in accordance with the current Regulations on Missions and Travel and Related Expense Reimbursement of the University of Bologna.

Payments will take place in deferred monthly instalments, subject to a declaration of regular execution of services by the Project manager Prof. Nadia Pinaridi.

The collaborator will activate insurance coverage regarding third-party civil liability, stipulated by the University broker.

According to Article 2222 et seq. of the Civil Code, this is a contract under the collaborator undertakes, for a fee, to perform personally a task or service without the ties of subordinate status and using predominantly his or her own labour. The collaborator will organize the performance independently within the terms of the contract and will not be in any way considered an employee of the University of Bologna nor the contract will imply any form of exclusive relationship with University of Bologna.

To carry out this activity, the provider must organize him/herself independently, while having at his disposal the documentation and access to the structure of Viale Berti Pichat n.6/2 and n.8 without this entailing in any way stable insertion in the organization of the University of Bologna.

Within the scope of its autonomy, the provider must agree with the Director of the Center, the objectives and the presence at the premises of the University structure.

The technical-operational methods of carrying out the service will therefore be identified by the provider in compliance with what has been agreed with the Director of the Center.

The contract that will be stipulated will not imply the emergence of an exclusive relationship with the University.

The provider will carry out the requested activity personally, without using substitutes.

Article 7 Award of the assignment

The Administration reserves the right not to proceed with the stipulation of the contract in the event that only one request is received or is considered valid, if there are or intervene reasons of public interest or in the event that the applications are not considered suitable at the unquestionable judgment of the Administration.

Once the person to be entrusted with the assignment has been identified, the Administration, having verified the veracity of the declarations presented, will proceed to the signing of the contract.

For any further information of an administrative nature, please contact difa.contratti@unibo.it, while for information on the profile sought contact the Director of the DCC nadia.pinardi@unibo.it.

Article 8 Final provisions and data processing

For the purposes of applying the provisions of Law no. 241 of 7 August 1990, the Person in charge of the procedure is Dr. Maria Giovanna Piazza email mariagiovanna.piazza@unibo.it

Pursuant to Regulation (EU) 2016/679 and Legislative Decree no. 196/2003 ss.mm.ii, the personal data provided by the candidates are processed exclusively for the purposes of managing the selection, below is the link relating to the information on the processing of personal data:

<https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/informative-sul-trattamento-dei-dati-personali>

The Department Director
Prof. Andrea Cimatti