



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

DEPARTMENT  
OF PHYSICS AND ASTRONOMY  
"AUGUSTO RIGHI"

**Courtesy translation REP 185/2024**

**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 21/02/2024 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 Junior Communication Officer lasting 12 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 12 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.



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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.

### **Object of the assignment and skills**

The Junior Communication Officer will actively support the Director and the Senior Communication Officer the Chief Scientist and the rest of the team in the following activities:

- Collaborate on communication strategies to increase awareness of DCC and Decade activities by participating in traditional and digital communication initiatives;
- Support the Senior Communication Officer in the preparation and implementation of a DCC strategy for inclusive communication, with the aim of engaging the Community of Practice globally;
- Participate in the implementation of communication, promotion and community engagement initiatives, with a focus on disseminating information in an equitable and inclusive manner;
- Contribute to the development of digital solutions to reach coastal communities and stakeholders, supporting the Senior Communication Officer;
- Contribute to the development of new participatory communication strategies to engage stakeholders in different geographical areas;
- Participate in the implementation of initiatives to improve the visibility of the DCC, including activities such as managing newsletters, producing videos, collaborating on apps, facilitating webinars, conducting online surveys and regular consultations with existing users, with a focus on including potential new users;
- Actively participate in the organisation and promotion of communication events on the ocean and its coastal area, supporting the Senior Communication Officer;
- Collaborate in the management of DCC websites and social channels, working closely with the Senior Communication Officer and providing support in interactions with external vendors to ensure an effective online presence;
- Contribute to the proposal and implementation of online outreach strategies, with a focus **on ocean events**, UN Decade publications and newsletters, in collaboration with the Senior Communication Officer;
- Assist in core tasks such as planning, reporting and risk management under the guidance of the Senior Communication Officer;
- Actively participate in procurement processes for the selection of service providers, providing support to the Senior Communication Officer, and contribute to the proper management and execution of contracts.

### **Skills and characteristics of the profile sought:**

#### **Professionalism:**

- Experience in planning and implementing communication strategies, including creating and implementing strategies for international organisations.



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- Expertise in digital media campaigns, including website design and professional use of social media for communication.
- Expertise in managing the production of communication materials, such as publications and videos.

**Teamwork:**

- Active collaboration with colleagues to achieve organisational goals, valuing the ideas and skills of others.
- Willingness to learn from others and follow the group's decision, even if not completely in line with one's own position.
- Sharing of credit for team achievements and acceptance of shared responsibility for team shortcomings.

**Planning and Organization:**

- Experience in promoting and organizing international events of significant size.
- Expertise in working with the press and organizing press conferences and briefings.
- Knowledge of the working procedures of international organizations and communication management during crisis situations.

**Judgement/Decision-making process:**

- Ability to identify key issues and get quickly to the heart of the problem.
- Careful evaluation of the impacts of decisions on other people and the organization.
- Proposition of courses of action based on complete information and ability to make difficult decisions when necessary

**Location**

Contract services will be mainly carried out at the Department as well as at any other structure of the University or other location identified by the Department, which is functional for the achievement of the objectives linked to the project

**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.



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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 1), addressed and accompanied by the documentation specified below, shall be delivered without fail to this Administration **not later than May 6, 2024 at 13:00 CEST Europe/Brussels.**

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:



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- by PEC (certified e-mail), sending an email message from a personal PEC address to [difa.dipartimento@pec.unibo.it](mailto: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, specifying in the email subject the following: DCC-CR Junior Communication Officer application.
- by e-mail, sending an e-mail message from the candidate's own e-mail address to [difa.contratti@unibo.it](mailto: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, specifying in the email subject the following: DCC-CR Junior Communication Officer application.

The date of acquisition of applications is established and evidenced:

- in the case of submission by PEC: by the date and time of receipt of the PEC
- in the case of submission by email: by the date and time of receipt 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 3).

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.



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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.

Interviews for external candidates will be held on **May 14, 2024 starting at 9:00 AM CEST Europe/Brussels** in telematic form, on Microsoft Teams platform. This notice has the value of notification for all candidates participating in the selection, without the need for further communication.

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 4 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 4 (max 20 points).



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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 € 45,440.00 (forty-five thousand four-hundred-forty/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 Pinardi.

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 and Senior Communication Officer, 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 and Senior Communication Officer.

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**



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### **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](mailto:difa.contratti@unibo.it), while for information on the profile sought contact the Director of the DCC [nadia.pinardi@unibo.it](mailto: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. Laura Tombelli, email [laura.tombelli@unibo.it](mailto:laura.tombelli@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

*Document signed with digital signature pursuant to Legistaltive Decree No.82 of March 7, 2005, and.P:C.M. February 22, 2013 and ss.mm.ii.*





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**Please complete the Italian version of the form "domanda di partecipazione Allegato 1"**

**ANNEX 1)**

**TO THE DIRECTOR**

DEPARTMENT \_\_\_\_\_

The undersigned \_\_\_\_\_

**ASKS**

to participate in the comparative evaluation by qualifications and interview for the assignment of a non-occasional self-employment assignment as a **Junior Communication Officer** lasting 12 months in support of the Project "Decade Collaborative Centre for Coastal Resilience (DCC-CR)" for the needs of the Department of Physics and Astronomy

To this end, it declares under its own responsibility, that everything indicated in this request corresponds to the truth, pursuant to art. 46 of Presidential Decree no. 445/2000:

SURNAME

NAME

BIRTH DATE

BIRTH LOCATION  STATE

RESIDENT  STATE  ZIP

STREET  N.

ITALIAN CITIZENSHIP 

YES	NO
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EUROPEAN CITIZEN:  
COUNTRY OF BIRTH



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NON-EUROPEAN  
CITIZEN

CRIMINAL CONVICTIONS (a)

NO

YES

WHICH \_\_\_\_\_

**REQUIREMENTS:**

1. ACADEMIC TITLES:

1. The level and title denomination obtained

\_\_\_\_\_

Issued by \_\_\_\_\_

\_\_\_\_\_ COUNTRY \_\_\_\_\_

Achieved on (date) \_\_\_\_\_ GRADE \_\_\_\_\_

to be in possession of the declaration of equivalence issued pursuant to current legislation on the subject

to attach to this application a translation into Italian of the foreign qualification, accompanied by a self-declaration of conformity with the original of the translation

- NOT to be related or similar (up to and including the fourth degree) with a professor belonging to the structure that requires the stipulation or with the Rector, the General Manager or a member of the Board of Directors of the University;

- not to be in early retirement of seniority pursuant to art. 25 of Law 724/1995;

- possess qualified professional experience and skills of at least 12 months in public bodies or private organisations in relation to the subject matter of the contract;

- 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. Otherwise indicate which \_\_\_\_\_;

- to declare in the curriculum attached to the application for participation the qualifications that are intended to be submitted for the purpose of their evaluation.

Physically challenged

YES



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NO

and need the following help \_\_\_\_\_

to elect their domicile for communications regarding this selection in

STREET  N.

CITY  STATE  ZIP

TELEPHONE

MOBILE

E-MAIL

AT

The undersigned attaches to this application a photostatic copy of a valid identity document.

The undersigned expresses his consent so that the personal data provided can be processed in compliance with Regulation (EU) 2016/679 and Legislative Decree no. 196/2003 ss.mm.ii for the obligations related to this procedure.

Date,

Signature

Attach to this application your **dated and signed** curriculum vitae and declare that everything indicated in it corresponds to the truth pursuant to Article 46 of Presidential Decree 445/2000 and that any attached photocopies are in accordance with the original pursuant to Article 47 of Presidential Decree 445/2000.

Date,

Signature



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ALLEGATO 2)

Fac simile di modulo per i dipendenti Ateneo

Al Direttore  
del Dipartimento

Oggetto: manifestazione di interesse allo svolgimento dell'attività  
del Dipartimento  
(bando prot. \_\_\_\_\_)

I sottoscritt \_\_\_\_\_  
(matr. \_\_\_\_\_), nato/a \_\_\_\_\_  
il \_\_\_\_\_  
in servizio presso \_\_\_\_\_ (tel. \_\_\_\_\_)  
mail \_\_\_\_\_  
inquadrate nella cat. \_\_\_\_\_ area \_\_\_\_\_

DICHIARA

di essere disponibile a prestare l'attività descritta nel bando prot n. \_\_\_\_\_ del \_\_\_\_\_, durante l'orario di servizio ed a titolo gratuito;

di possedere il seguente **TITOLO DI STUDIO:**

\_\_\_\_\_

Conseguito in data

	Voto:
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- di NON essere parente o affine (fino al quarto grado compreso) con un professore appartenente alla struttura che richiede la stipula ovvero con il Rettore, il Direttore Generale o un componente del Consiglio di Amministrazione dell'Ateneo;
- di possedere esperienze e competenze professionali qualificate di almeno \_\_\_\_\_ maturate presso enti pubblici o organizzazioni private in relazione all'oggetto del contratto \_\_\_\_\_;
- di possedere adeguata conoscenza della lingua italiana (se cittadino straniero);
- non aver riportato condanne penali e/o di non aver procedimenti penali pendenti tali da determinare situazioni di incompatibilità con l'incarico da espletare. In caso contrario indicare quali \_\_\_\_\_;



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- di dichiarare nel curriculum allegato all'istanza di partecipazione i titoli che si intendono presentare ai fini della loro valutazione.

Essere portatore di handicap

SI
NO

e avere necessità del seguente ausilio \_\_\_\_\_

Altresì specifico quanto segue:

➔ **motivazioni:**

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➔ **attività lavorative svolte presso l'attuale sede di servizio:**

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di aver dettagliato nel curriculum vitae allegato al presente modulo la durata, la tipologia, la natura dell'esperienza professionale richiesta nel bando di selezione nonché ogni altro elemento comprovante le capacità a svolgere le attività oggetto dell'incarico (ad es. lettere di referenze, ecc.).

Recapito cui indirizzare eventuali comunicazioni:

.....

Telefono .....

Indirizzo mail.....

Il/La sottoscritto/a allega alla presente istanza copia fotostatica di un valido documento di identità in corso di validità.

Il/La sottoscritto/a esprime il proprio consenso affinché i dati personali forniti possano essere trattati nel rispetto Regolamento (UE)2016/679 e del D.Lgs. n. 196/2003 ss.mm.ii per gli adempimenti connessi alla presente procedura.

Data,

Firma



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Allega alla presente istanza il proprio curriculum vitae **datato e sottoscritto** e dichiara che tutto quanto in esso indicato corrisponde al vero ai sensi dell'art. 46 del D.P.R. 445/2000 e che le eventuali fotocopie allegate sono conformi all'originale ai sensi dell'art. 47 del D.P.R. 445/2000.

Allega alla presente istanza il nulla osta della struttura di appartenenza.

Data,

Firma



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**ALLEGATO 3)**

**NULLA OSTA DELLA STRUTTURA DI AFFERENZA**

IL/LA SOTTOSCRITTO/A \_\_\_\_\_ RESPONSABILE DELLA  
STRUTTURA DI AFFERENZA DI \_\_\_\_\_  
AUTORIZZA IL TRASFERIMENTO TEMPORANEO / MOBILITA' PARZIALE DEL DIPENDENTE  
PER MESI \_\_\_\_\_ PRESSO LA STRUTTURA \_\_\_\_\_, SENZA  
ULTERIORE RICHIESTA DI SOSTITUZIONE DELLO STESSO.

DATA

Firma e timbro



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**ANNEX 4)**

### **EVALUABLE TITLES**

Max Punti 8	Additional qualified professional experience gained in the public or private sector in the specific fields of activity of the profile and with the characteristics of the profile
Max Punti 6	Relevance to the activities of the profile sought of the qualification for access and other qualifications (degree, master's degree, PhD, specialisation schools, previous management contracts, etc.)
Max Punti 6	Evaluation of English language proficiency certificates

N.B. The total score for qualifications is a maximum of 20 points.