



PUBLIC NOTICE OF SELECTION, BY QUALIFICATIONS AND INTERVIEW, FOR THE ASSIGNMENT OF ONE (1) NON-OCCASIONAL EMPLOYMENT ASSIGNMENT FOR THE NEEDS OF THE PHYSICS AND ASTRONOMY DEPARTMENT "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 of 06/07/2022 approving the Departmental Structure "DCC-CR: Decade Collaborative Centre for Coastal Resilience" of the Department of Physics and Astronomy "Augusto Righi" – DIFA

CONSIDERED the agreement among the Emilia-Romagna Region, the Alma Mater Studiorum - University of Bologna and ARPAE, pursuant to art. 15 of Law 241/90, for the support of the Alma Mater Studiorum - University of Bologna in the realisation of a Decade Collaborative Centre called "Centro di Coordinamento per la resilienza delle coste ai cambiamenti climatici (CUP J33C21000310002)"

HAVING REGARD to the budget remodeling of the project "DCC-CR: Decade Collaborative Centre for Coastal Resilience";

HAVING REGARD to the decision of the Board of the Department of 11/10/2023 authorising the activation of the appointment of a non-occasional self-employed position as "Programme Manager" for a period of 24 months in support of the Project "DCC-CR: Decade Collaborative Centre for Coastal Resilience"

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

DISPOSE

A comparative procedure, based on qualifications and interview, is hereby announced for the assignment of a 24-month non-occasional self-employed position as "Programme Manager" to support the Project "DCC-CR: Decade Collaborative Centre for Coastal Resilience" for the needs of the Department of Physics and Astronomy

Article 1

Project under which the assignment is requested.

Duration, subject, profile sought and location of the assignment.

The contract services will cover a period of 24 months for approximately a number of 1900 yearly work hours.

Goals and Project

As part of the Ocean Decade, the UN Decade Collaborative Centre for Coastal Resilience (hereinafter DCC-CR) will primarily contribute to the challenge of increasing the resilience of communities to coastal risks. The DCC will provide support to the Decade Coordination Unit (DCU) within the UNESCO-IOC Secretariat by catalysing and coordinating the actions of the Decade related to coastal resilience.

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

The Centre has a Programme Committee composed of national scientific experts, international representatives of the Coastal Resilience Community and an International Advisory Board.

The objectives of the project are detailed in Annex 1.

Object of the assignment and skills

The incumbent will support the Director and the Chief Scientist with the following responsibilities:

- provides support in the planning and implementation of activities/processes for a wide and highly complex component of the Center's initiatives, including the needs of the Program Committee.
- Assists with the coordination of Programmes/Projects planning and preparation; takes necessary action to ensure project documents are completed and submitted to relevant parties for approval.
- Supports the monitoring and evaluation of Programmes/Projects, by categorising, updating, tracking and analysing data related to Programmes/Projects; carries out periodic status reviews, identifies issues and initiates necessary follow-up actions.
- Prepares Programme/Project summaries, coordinates the review and clearance process, and collaborates with editors and translation services to finalise and publish reports.
- Acts as the central point of contact for the strategic implementation of DCC-CR activities, involving extensive liaison with various organisational units to initiate requests, obtain necessary approvals, process and follow-up on administrative actions and resolve issues related to the implementation of DCC-CR objectives, e.g. recruitment and appointment of personnel, travel arrangements for invited people.
- Prepares, maintains and updates files (electronic and paper) and internal databases; designs and produces a range of periodic and ad-hoc reports, statistical tables, graphic content, and other background materials/notes to facilitate inspections and other reviews.
- Supports the organization of DCC-CR meetings, reservations and logistics.
- Actively collaborates with the other members of the Centre and fulfils any other assigned duties as required.
- Follows the work plan and regularly updates on the outcomes and advancements of tasks, ensuring timely preparation of documents.

Skills and characteristics of the profile sought

Skills:

Management and organisational skills. Knowledge of general office and administrative support. Knowledge of driving rules and regulations. Knowledge of administrative policies, processes and procedures. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Teamwork:

Collaborates effectively with colleagues to achieve organisational objectives. Seeks input by genuinely valuing the ideas and expertise of others. Demonstrate willingness to learn from others. Prioritizes team objectives over individual goals. Supports and acts in accordance with final group decisions, even if they do not fully align with personal views. Recognises and shares credit for team accomplishments, while also accepting shared responsibility for team shortcomings.

Planning and organization:

Develops clear objectives that align with agreed strategies; prioritises tasks and assigns them accordingly; adjusts priorities as necessary; allocates the appropriate amount of time and resources to complete work; anticipate risks and allows for contingencies in planning; monitors and adapts plans and actions as necessary; uses time efficiently.

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 Eligibility requirements

The selection is open to both permanent University employees (**D and/or EP categories**) and external parties.

Eligibility requirements to participate in the selection are the following:

1. Qualification: Master's/specialist or old school degree or equivalent.
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. Certification of knowledge of written and spoken English.

Candidates in possession of a qualification obtained abroad must annex to their applications a translation into Italian or in English of their foreign qualification, accompanied by a sworn statement that it is a faithful translation of the original certificate. The foreign qualification may be declared admissible by the Evaluation Board, solely for the purposes of admission to the selection procedure.

In case of award, winning candidates having obtained their qualification in a country outside of the European Union, must provide the Department, in the same manner as laid down for the presentation of applications, the official translation with a declaration of value of the foreign qualification issued by the competent diplomatic representation or Italian consulate in their home country, in accordance with the applicable laws within 120 days from the notification of official approval of the selection procedure reports.

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.

Candidates must possess the admission requirements on the deadline for submission of applications laid down in this call.

Candidates who do not possess the admission requirements will not be considered.

Article 3 University employees

Permanent University employees may apply using annex 3 form (see following art. 5).

The application of employees lacking the clearance of their managers (NULLA OSTA, see annex 4) 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 **no later than November 20th, 2023**

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**. This notice will serve as notification for all candidates participating in the selection.

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 6 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 Compensation and implementing rules for external parties

The gross compensation subject, calculated annually, is equal to Euro 54.550,00 (fifty-four thousand five hundred and fifty /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 with the Chief Scientist, 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 with the Chief Scientist.

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>

Firma Responsabile
Prof. Andrea Cimatti