



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

DEPARTMENT
OF PHYSICS AND ASTRONOMY
"AUGUSTO RIGHI"

Courtesy translation REP 184/2024

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 Program Manager 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.

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



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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

The Junior Program Manager will provide operational support to the Director of the Centre and to the Program Manager to carry out the following activities:

- Coordinate activities and processes for specific components of the Center's initiatives, under the guidance of the Program Manager and the Director;
- Assist in the planning and preparation of programs/projects, taking care of the administrative tasks necessary to ensure the completeness and presentation of project documents;
- Contribute to the monitoring and evaluation of programs/projects, carrying out tasks such as classification, updating, and analysis of data, and participating in periodic reviews of the state of progress;
- Update the group agenda and prepare remote discussion meetings;
- Prepare program/project summaries and support the review and authorization process;
- Manage administrative tasks related to the implementation of DCC-CR activities, interacting with different organizational units to initiate requests, obtain approvals and manage administrative actions such as staff recruitment and appointment;
- Maintain and update internal archives and databases, produce periodic and ad hoc reports, statistical tables, graphic contents and other background materials/notes;
- Support the logistical organization of DCC-CR meetings, taking care of bookings and operational details;
- Collaborate actively with other members of the Centre, carry out assigned tasks when required and provide regular updates on the progress of activities;
- Follow the work plan and ensure timely preparation of documents, regularly updating on the progress of activities.

Skills and characteristics of the profile sought:

Professionalism:

- **Management and international collaboration:** ability to coordinate activities and processes in accordance with team guidelines; experience in managing collaborative programmes for international organisations, including management of international meetings.
- **Administration and report production:** ability to assist in the planning and preparation of programmes/projects, including management of administrative activities; ability to produce technical reports on the work of the DCC-CR and interact with international partners.
- **Monitoring and evaluation:** ability to contribute to programme/project monitoring and evaluation through data collection, analysis and updating; ability to identify technical and administrative solutions to achieve objectives.



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Teamwork:

- **Collaboration and valuing ideas:** ability to work collaboratively with colleagues to achieve organisational goals, promoting and valuing the ideas and skills of others, and encouraging everyone's contribution.
- **Team decision support:** ability to put team interests above personal ones, supporting and respecting team decisions, and sharing both credit and responsibility

Planning and Organisation:

- **Management of activities with international partners:** experience in managing relationships with international partners, including the management of related organisational and procedural activities.
- **Knowledge of international working procedures:** Thorough knowledge of the organisation, structure and working procedures of international organisations.

Judgement/Decision-making:

- **Analysis and decision-making:** ability to identify key issues in complex situations, gather relevant information before making decisions, evaluate the positive and negative impacts of decisions and test assumptions against facts.
- **Proposing effective actions:** ability to propose a course of action or make recommendations based on all available information ensuring that the proposed actions meet the needs expressed and underlying the decision, even in difficult decision-making situations.

Location

Contract services will be mainly carried out at the university 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.



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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>



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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, specifying in the email subject the following: DCC-CR Junior Program Manager application;
- 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, specifying in the email subject the following: DCC-CR Junior Program Manager 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).



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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.

Interviews for external candidates will be held on **May 14, 2024 starting at 14:00 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.



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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).

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 the Program Manager, the objectives and the presence at the premises of the University structure.



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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 the Program Manager.

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. Laura Tombelli, email 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 Legislative 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 Program Manager 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
-----	----

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.



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Physically challenged

YES

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:
--	-------

- 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);



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- 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 _____;
- 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:

→ attività lavorative svolte presso l'attuale sede di servizio:

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.



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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

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 Points 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 Points 6	Relevance of the entry qualification and additional qualifications (bachelor's degree, master's degree, PhD, specialisation schools, previous work in management, etc.) to the activities of the profile sought.
Max Points 6	Evaluation of English Language Certificates

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