



IL DIRETTORE GENERALE

- HAVING REGARD TO: law of 14th February 1987, no. 41, establishing the Scuola Superiore Sant'Anna;
- HAVING REGARD TO: the Statute of the School, issued with Directorial Decree no. 770 of the 9th December 2011, published in the Official Gazette no. 301 of 28th December 2011;
- HAVING REGARD TO: law of 7th August 1990, no. 241, laying down rules governing administrative procedures and establishing right of access to administrative documents, and following amendments and integrations, and the Directorial Decree of 16th February 2001, no. 71, implementing the abovementioned law and issuing the School's regulation ;
- HAVING REGARD TO: Presidential Decree of 9th May 1994, no. 487, as amended and implemented by the Presidential Decree of 30th October 1996, no. 693, regarding rules on access to employment in the public administration, and execution of competitions;
- HAVING REGARD TO: Presidential Decree of 28th December 2000, no. 445, laying down the consolidation act of the legislative and regulatory provisions concerning administrative documentation;
- HAVING REGARD TO: art. 36 of Legislative Decree of 30th March 2001, no. 165, as amended by law of 6th August 2008, no. 133 and by law 3rd August 2009, no. 102;
- IN VIEW OF: legislative decree of 6th September 2001, no. 368 and subsequent amendments and integrations laying down rules on fixed-term employment;
- IN VIEW OF: the legislative decree of 30th June 2003, no. 196 on privacy policy;
- IN VIEW OF: legislative decree of 11th April 2006, no.198 "Code on equal opportunities between man and woman, pursuant to art. 6 law of 28th November 2005, no. 246", as amended by legislative Decree of 25th January 2010, no. 5;
- IN VIEW OF: legislative decree of 9th April 2008, no. 81, on the safety of working places;
- IN VIEW OF: law of 30th December 2010, no. 240 on the organisation of universities, academic staff and recruitment, as well as delegation of Government to incentivize quality and efficiency in Universities and following amendments and/or integrations, and in particular, art. 24-bis introducing the position of a fixed-term technologist in Universities;
- IN VIEW OF: law of 12th November 2011, no. 183, in matter of certificates and declarations in lieu of certificates;
- IN VIEW OF: the legislative decree of 9th February 2012, no. 5 "Urgent provisions in matter of simplification and development";
- IN VIEW OF: the legislative decree of 29th March 2012, n. 49 "governing the planning, monitoring and evaluation of universities' budgetary and recruitment policies, to implement authority granted by art. 5, par. 1, law 30th December 2010, no. 240 for the attainment of objectives provided for by par. 1, letters b) and c), according to the rules and directive criteria set forth by par. 4, letters b), c), d), e) and f) and by par. 5";
- IN VIEW OF: the law of 28th June 2012, no. 92 on "Emergency measures to reform the labour marked in a growth prospective";
- IN VIEW OF: circular no. 18 of 18th July 2012 of the Ministry of Labour and Social Policy relating to "Law 28th June 2012, no. 92 (so-called Reform of Labour Law) – types of contracts typologies and other provisions – first operational guidelines";
- IN VIEW OF: legislative decree of 18th October 2012, no.179 bearing "Additional urgent measures for the growth of the country" converted in Law 17th December 2012, no.221 (entry in force of Legislative Decree of 20 October 2012);



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IN VIEW OF: law of 6th November 2012, no. 190 “Provisions for the prevention and repression of corruption and illegality in the public administration”;
IN VIEW OF: law of 24th December 2012, no. 228 “Provisions for the formation of the annual and pluri-annual State balance ” (Financial Law 2013);
IN VIEW OF: the Code of Ethics of the Scuola Superiore Sant’Anna, and in particular art.7;
IN VIEW OF: the Collective National Work Contract of Universities, in terms of salary;
CONSIDERING: the request of the Director of the Institute of Communication, Information and Perception Technologies (TeCIP) of the Scuola Superiore Sant'Anna to urgently activate a post of fixed-term technologist with a 24-month contract at the Institute TeCIP;
ASCERTAINED: the financial covering of the contract which will be entirely charged on the research funds of the Institute TeCIP of the Scuola Superiore Sant'Anna;
VERIFIED: that no ranking list exists for the profile of the position to be recruited;
CONSIDERING: that the regulation of summoning a fixed-term technologist pursuant to art. 24-bis of Law 30 December 2010, no. 240 is in course of approval;
IN VIEW OF : decision no.60 of the Board of Directors of 28th March 2013 announcing a public call for the selection of one technologist;

ESTABLISHES

Art. 1

Object of selection and profile required

A public selection by qualifications and interview is announced for the employment of one technologist, pursuant to art. 24-bis of law 240/2010, with a fixed-term contract lasting 24 months at the Institute of Communication, Information and Perception Technologies (Institute TeCIP – http://www.sssup.it/ist_home.jsp?ID_LINK=10509&area=199) of the Scuola Superiore Sant'Anna of Pisa, performing technical and administrative support duties to the research activity of the Institute.

The selected candidate will have to follow the development of research projects, and in particular:

- Ensure the monitoring of activities,
- Inform the scientific manager(s) about the correspondence between the project state of progress and planning,
- Collaborate in the drawing up of technical reports,
- Assist the scientific manager(s) in the relationships with the awarding authority, the partners and the suppliers;
- Cooperate with the administrative staff members of the different offices/departments of the Institute and the School for an efficient and effective planning and fulfilment of administrative and accounting obligations related to the research projects followed, including the support in project reporting.

The selected candidate must also have a good knowledge of written and spoken English; extensive knowledge of the scientific-administrative accountability and management rules of European, national and regional projects. The candidate must possess interpersonal relations skills, problem-solving and team working abilities.

Foreign citizens are also required to have a good knowledge of the Italian language.

The School guarantees equal opportunities and equal treatment of men and women in the workplace.



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Art. 2

Requirements for participation in selection procedure

This selective procedure is free, that is to say, without restriction as to citizenship.

For participation in the selection as referred to in the previous art. 1 the candidate must meet the following requirements:

- a) Regular position with regard to military service;
- b) Physical fitness to carry out the job referred to the selection, which shall be assessed by the Administration upon recruitment;
- c) Not being dismissed or laid off from the public administration for persistent poor performances, this includes, not being declared deprived from state employment, pursuant to art. 127, par. 1, letter d), of the consolidated text concerning the provisions of the Staff Regulations for Civil Servant approved with D.P.R. of 10th January 1957, no. 3;
- d) The enjoyment of civil and political rights;
- e) Have no prior convictions and no criminal proceeding pending as referred to within L.16/92;
- f) To hold at least a bachelor degree (BA) awarded according to the procedures of Ministerial Decree 509/1999, that is, a degree obtained according to the rules in force before the reform as set out in Ministerial Decree D.M. 509/99. Are admitted to the selection those candidates who hold a degree obtained in a foreign University, which has been recognised as equivalent by Italian Universities or by the Ministry of University and Research, or candidates with the abovementioned academic qualification in accordance with the rules in force on the matter. The candidate must provide, under penalty of exclusion, a declaration of equivalence as well as the provision attesting equivalence, or must declare that the declaration of equivalence pursuant to the provisions of said declaration is in progress.
- g) To have at least two-years documented experience, even on an irregular basis, in the field of activity being covered by the contract as referred to in art.1;
- h) Knowledge of the English language and of the main Windows application software which will be assessed during examination tests.

Applicants with a non-Italian citizenship must meet the following requirements:

- enjoy civil and political rights in the membership or provenance State;
- possess the requirements provided for Italian citizens;
- possess an adequate command of the Italian language for the position covered. Such proficiency will be assessed during examination tests.

Pursuant to art. no. 7 of the Code of Ethics of the Scuola Superiore Sant'Anna, any degree of family relationship up to the 4th degree, or affinity up to the 2nd degree with a professor, a researcher, a member of the administrative staff of the School must be declared in writing (See Annex A). The office in charge will notify the Guarantor Committee, which will monitor the related procedure.

Candidates must be in possession of the requirements at the deadline date established for submission of applications.

Candidates are admitted to the selection conditionally; the School will exclude, by motivated provision from the Managing Director, candidates who are lacking the prescribed requirements.



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Art. 3

Application for participation in the selection

The application for participation in the selection is to be written on ordinary paper and must be consistent with the attached application form (Annex A), must be filled in, signed, addressed to the Managing Director of the *Scuola Superiore di Studi Universitari e di Perfezionamento Sant'Anna di Pisa, Piazza Martiri della Libertà n.33 – 56127 Pisa*, and submitted **by and no later than 30 May 2013**; the application can be submitted either:

- personally, at the *Ufficio Protocollo - Scuola Superiore Sant'Anna, Piazza Martiri della Libertà n.33*, during the following days and times: from Monday to Thursday, from 10.00 am to 12.30 pm and from 3.00 pm to 4.30 pm; on Friday from 10.00 am to 12.30 pm;
- by registered letter with recorded delivery or by courier (on application's envelope the following must be clearly quoted: "*Selection Procedure – technologist*");
- applications may be sent by certified mail address (PEC), signed with digital signature, and submitted by certified mail to the *Ufficio Protocollo* protocollo@sssup.legalmailpa.it, attaching the application file (duly signed). Foreign citizens unable to use the certified electronic mail can submit their applications with digital signature by ordinary electronic mail to the address protocollo@sssup.it; if unable to provide any digital signature, the candidate will sign the documents at examination site. The candidates will receive a confirmation of receipt by E-mail.

If the application is submitted by hand, date of delivery may be demonstrated by the arrival receipt of the Registry Office of the School. If the application is forwarded by post or courier, proof of delivery will be the mailing postmark.

In the application, the candidate must declare, under his/her own responsibility:

- a) First name and surname, fiscal code (only for Italian applicants), date and place of birth, residence;
- b) Citizenship;
- c) Academic qualification required for admission to selection, University which has issued the certificate, date of issue, final mark and examinations passed and the scores obtained during the course. Candidates in possession of a qualification obtained abroad must attach their degree certificate translated and authenticated by the Italian diplomatic-consular authority and the respective declaration of equivalent value, issued by the Presidency of the Council of Ministers – Department of Public Service or, alternatively, declare that the said declaration has been already requested (provide date);
- d) Experience as referred to in art. 2 point g);
- e) The possession of all the requirements for admission to selection as to art. 2;
- f) The possession of any preference eligibility as referred to in art. 5, par. 4 and 5 of D.P.R. 9th May 1994 - no. 487 and following amendments (Annex B). Preference eligibility submitted to the School beyond the deadline for application to participation to selection will not be considered;
- g) elected domicile for the purposes of participation to selection.

In the applications for participation to selection, candidates shall make a specific request in relation to any aid(a) or additional time they may require in order to complete tests and to sit the interview, pursuant to art. 20 of Law 104/92 and following amendments and integrations.



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Personal qualities and facts included in the application for participation to admission are self-certifiable data, that is pursuant to 46 of D.P.R. 445/2000 and substitutive declaration of the deed of notoriety pursuant to 47 of D.P.R. 445/2000 (in this case candidates must enclose an unauthenticated photocopy of a valid identity document).

A list of qualifications as referred to in art. 6 of this call for selection can only be produced in form of a self-declaration directly in the abovementioned application.

Qualifications must be possessed by the deadline for the submission of application for participation in selection.

Applications forwarded beyond the deadline or lack of declarations and requirements for admission will result in exclusion from selection.

The candidate must affix his/her signature at the end of the application; pursuant to art. 39 of D.P.R. no. 445 of 28 December 2000, authentication is not required.

The School accepts no liability in the event of dispersion of the communications due to inaccurate indication of the domicile by the candidate, failure or delay in communication of variation of domicile or causes, or for any postal errors or errors attributable to third parties, chance events or force majeure.

Any additional information in relation to the submission of applications can be addressed to *Organisation Development Office - Scuola Superiore Sant'Anna* (tel: 050 883.577/552; e-mail [concorsi@sss up.it](mailto:concorsi@sss sup.it)).

Art. 4

Selection Committee

A Selection Committee is purposely set up, and is appointed with the provision of the Managing Director in accordance with the related rules in force.

The Committee Secretary, as well as performing activities within its jurisdiction, ascertains and guarantees fulfilment of the rules and terms related to each phase of selection procedure.

The Committee will complete its works no later than 90 days after appointment, provided a motivated extension is required and granted by the Managing Director.

Art. 5

Assessment procedure

The assessment consists in a theory-practical test and an interview. A maximum of 44 points can be awarded for each test. The candidates are admitted to the interview if assessment of tests results in a score equal or greater than 30/44.

The interview is considered passed if the candidate obtains a score equal or greater than 30/44.

The theory-practical test may require the use of informatics tools and is aimed at assessing the possession of qualifications necessary to perform the duties, as indicated in art. 1 regarding the present call for selection.

The oral examination is aimed at assessing the topics in relation to the theory-practical test and at verifying an adequate knowledge of the English language, the main Windows application software, interpersonal relation skills, problem-solving and team working abilities.

For foreign candidates, knowledge of the Italian language will be assessed during the tests.

The interview will be held in a room open to the public with sufficient capacity to ensure wide participation.



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Art. 6

Assessment of qualifications

Qualifications are allocated a maximum of 12 points.

Qualifications will be assessed before the theory-practical test.

Assessment is concerned with the candidate's experience in the field of activity being covered by the contract, academic CV, as well as specialisation courses, provided they are in line with the profile to be recruited.

The Committee assesses, as a preliminary stage, whether the candidates actually possess the qualifications submitted, and defines the points to assign to different types.

Only the qualifications submitted in accordance with this call for selection are assessed by the Committee.

Art. 7

Dates and performance of tests

Tests will be carried out in accordance with the following calendar:

- Theory-practical test: - **6th June 2013** time 9:30 at the Institute TeCIP of the Scuola Superiore Sant'Anna, via G. Moruzzi 1, Pisa;
- Oral interview: - **11th June 2013** time 9:30, at the Institute TeCIP of the Scuola Superiore Sant'Anna, via G. Moruzzi 1, Pisa.

Any change in time/day/location of tests will be published on the School website, in the section "*Working at the Sant'Anna*" (<http://www.sssup.it/bandi>) item "*Technologists*", on **June 3rd, 2013**.

Candidates will not receive any additional notice. Therefore, unless notified as excluded from selection, candidates are required to report to the venue indicated on the day and at the time specified with a valid identity document.

Absence by the candidates at the tests will be considered as a withdrawal from the selection.

Art. 8

Classification in order of merit

The classification in order of merit will be published on the School website in the section "*Working at the Sant'Anna*" (<http://www.sssup.it/bandi>) item "*Technologists*", prior to approval with the Managing Director provision and control of the evaluation procedure.

The classification of candidates consists in a descending order of points in the overall assessment given to each candidate, given from the sum of points obtained from the assessment of qualifications, in the theory-practical tests and in the oral interview. In case of candidates having achieved the same score, preference is assigned on the basis of the preference eligible declared in the application.

The candidates are considered suitable for the position of technologist, if the sum of the points assigned is equal or greater than 60/100.

The appeal period starts from publication date of the classification.



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Art. 9

Contractual arrangement

The winner is invited to undertake a fixed-term contract of 24 months as a technologist, with possibility of one renewal of maximum 3 years. The remuneration comes under category D3 for technical-administrative staff of University system.

The relationship is regulated by individual contract of employment, and is subject to the provisions in force on matter of subordinate employment, also in relation to taxation, social security and insurance for compensations of employees. In relation to employee's rights and obligations, reference is made to the rules in force on matter of public employment, as well as to the internal regulation.

Service will be carried out at the premises of the School with mandatory 36 hours per week.

The contract does not give rise to rights in respect of access to the academic or technical-administrative staff.

Entry into service is subject to ascertainment of the prescribed requirements.

Art. 10

Processing of personal information

Pursuant to art. no. 13 of legislative decree of 30.6.2003, no. 196, the personal information provided by the candidates and collected by the *Human Resources and Organisation Development Area* of the Scuola Superiore Sant'Anna for participation in the selection procedure, will be processed by an automatic databank also after the attribution of the employment in question.

The conferral of data is mandatory in order to assess applicant's requirements, under penalty of exclusion from selection.

All those concerned enjoy the rights referred to in art. no. 13 of the abovementioned law, which also grants the access to personal data. Said rights may be relied upon Scuola Superiore Sant'Anna – Piazza Martiri della Libertà, n. 33 Pisa – owner of collected data.

Art. 11

Final provision and publication

For anything that is not expressly considered in this call for selection, reference shall be made to the norms in force in relation to competitions and access to employment in Public Administrations.

The present provision will be available in Italian and English language on the School's website in the section "*Working at the Sant'Anna*" (<http://www.sssup.it/bandi>) item "*Technologists*", on the website of the Ministry of Education, Universities and Research (<http://bandi.miur.it/>), as well as on the European Union website (<http://ec.europa.eu/euraxess>). For any controversy reference will be made to the Italian text.

Pisa, 9th May 2013

The Managing Director
(Digital signature: Dott. Luca Bardi)