



D.D.G. 337
22/02/2018

Notice of public selection process, by titles and examination, to fill 1 Technologist post, pursuant to art. 24 bis of Law 240/2010, with full time fixed-term contract for 3 years, at the Area Controllo Direzionale e Progetti Strategici of this Polytechnic.

code 05/TD

The General Manager

IN VIEW of law 241 dated 7/08/1990 as amended;

IN VIEW of the National Collective Labor Agreements for staff of the University sector signed on 16/10/2008 and 12/03/2009;

IN VIEW of the Consolidating Act of the legislative and regulatory provisions on administrative documentation issued with Presidential Decree 445 dated 28/12/2000;

IN VIEW of Leg. Dec. 165 dated 30/03/2001 as amended;

IN VIEW of law 240 dated 30/12/2010 concerning rules in the field of the reorganization of Universities and improvement in the quality and efficiency of the university system and, in particular, art. 24 bis, which introduces the figure of the technologist on a fixed-term basis;

IN VIEW of Legislative Decree 49 dated 29/03/2012, concerning rules on the matter of programming, monitoring and assessing budgetary and recruitment policies of Universities;

IN VIEW of Law 190 dated 6/11/2012, on the matter of "Regulations for the prevention and suppression of corruption and crime in the Public Administration";

IN VIEW of Leg. Dec. 81 dated 15/06/2015 on the matter of "Rules for employment contracts and revision of the regulations in terms of duties, according to article 1, paragraph 7, of law 183 dated 10 December 2014;

IN VIEW of the "Regulation relating to the procedures for selection, recruitment and management of the employment relationship of technologists on fixed-term contracts at the Turin Polytechnic", issued with Regional Decree dated 1/3/2017;

IN VIEW of the note dated 19/02/2018 from the Head of the Area Controllo Direzionale e Progetti Strategici concerning the request to activate a public selection process to fill 1 full time fixed term contract Technologist post, to support and develop the Energy Center Initiative both with administrative and technical activities;

CONSIDERED the professionalism required to realize the project above in terms of the competencies connected with the specific profile;

HAVING CERTIFIED that the financial coverage of the relevant expense is guaranteed by the fund of project 01_CDPS_PROG_STRATEGICI_ENERGYCENTER_COMMUNITY;



HAVING VERIFIED the absence of rankings in force at this University to recruit Technologists required for this process;

ORDERS

Art. 1

Number of posts – Professional profile

A public selection process, by titles and examination, has been announced by the Polytechnic of Turin to fill a Technologist post according to art. 24 bis of law 240/2010 with a full time fixed term contract, for a duration of three years, at the Area Controllo Direzionale e Progetti Strategici of this Polytechnic, to support and develop the Energy Center Initiative both with administrative and technical activities.

Politecnico di Torino is looking for a person that, mainly based in the energy Center, working together with administration areas, supports the development of scientific, cultural, management activities both for EC and ECLab.

Activities and responsibilities

The candidate profile depicts a solid and sound role, able to deal with management, administrative and operative matters: he/she will support Energy Center activities acting as a pivot and a facilitator among the several actors involved in the initiative: companies and public administrations hosted in the EC, the Interdepartmental Research Center ECLab, Politecnico's administration and departments, working in strict connection with EC and Politecnico Administration managers.

The candidate will develop and manage Energy Center operative activities in terms of:

- Acting as a first contact for all EC hosted or prospect companies; facilitating development of scientific and cultural contacts between EC hosted companies and Politecnico research structures (ECLab, departments, other Interdepartmental Centers);
- Facilitating the contacts with the various technical and administrative areas of the Politecnico; management (through interaction with other Politecnico structures) of all the questions that have to do with the EC operations; support to budget management and control; support to procurement for tools, consumables and equipment;
- Supporting scientific and research activities developed within the EC initiative or ECLab: support to research groups meeting organization, to work sessions preparation, to workshop and briefing organization, also taking care of the administrative aspects;
- Supervising and supporting the Energy Center cultural and scientific activities organization and supporting the design, planning and management of scientific and dissemination events;
- Supervising and managing the Energy Center communication, in synergy with the Politecnico central communication offices; supporting to the production of scientific reports, including economic aspects; continuously updating the EC website about EC activities.

Knowledge and experience

The candidate will:

- be familiar with use of computers and personal / business productivity software (text editor, spreadsheet, email client, presentation software, ...)
- be able to manage communication using social media
- be able to dialogue with expert colleagues in following domains:
 - typical contents and domains of the Energy Center based companies and of the EC LAB working groups



- Research and research output communication
- Technical management of offices and laboratories
- Administrative management (mainly procurement and accounting)

The candidate, beside having a solid skill background in the above domains, must have had significant experience in one of the following:

- Management of research/industry collaboration networks
- Participation to projects or research activities focused on interdisciplinary territorial subjects
- Management of innovation and research networks about economic and/or territorial subjects
- Organization and management of several types of events such as workshops, conferences, work sessions, etc.

Skills

The candidate must have a project-oriented attitude, organizational skills, team working capacity, interdisciplinary open attitude, re-framing in action capability, curiosity, autonomy and leadership.

This notice will be published on the Official Gazette of the Politecnico di Torino, on the website of the Polytechnic of Turin at <https://www.swas.polito.it/services/concorsi/persta.asp>, as well as on the site of the Ministry of Education, 'University and Research (MIUR), at <http://bandi.miur.it> and on the website of the European Union, at <http://ec.europa.eu/euraxess>.

Art. 2

Admission requirements

To be admitted to the selection process the following is required:

a) academic title:

degree of the old educational system in Engineering or in Economics and Trade or in academic titles equivalent, by law, to the degrees of the educational system in conformity with Min. Dec. 509/99 or Min. Dec. 270/2004.

The Interministerial Regulation 9/7/2009 related to the equivalence between degrees of the previous academic system, specialist degrees and second-cycle degrees is available on the link below: <http://attiministeriali.miur.it/UserFiles/3160.pd>

Applicants who have attained their academic title outside Italy must attach the degree translated and authenticated by the competent diplomatic or Italian consular representative, indicating that the equivalence with one of those indicated above has occurred. The equivalence, solely for admission to the selection process, between the degree attained outside Italy and the professionalism connected with the selection itself is certified, on request of the applicant, by a dedicated commission of experts appointed by the General Manager.

b) capacity to exercise civil and political rights;

c) absence of criminal convictions which may impede the entering of an employment contract because of the regulations in force;

d) they must not have been excluded from active political electorate, or made redundant on disciplinary grounds or deprived of or dismissed from employment at a public administration for ongoing underperformance or have attained the employment through false declarations or production of false documents or flawed by invalidity which is not remediable;



- e) they must not have been declared disqualified from state employment, according to art. 127 paragraph one, lett. d) of the consolidating act of the provisions concerning the statute of civil servants, approved by Presidential Decree no. 3 dated 10.1.1957;
- f) they must not be related up to the fourth degree of consanguinity or affinity, or have a relationship of marriage or registered partnership between people of the same sex or living together as if married, with a professor belonging to the Department who has proposed the activation of the contract, or the Rector, the General Manager, a component of the Board of Administration according to art. 18 paragraph 1 letter c) of Law 240/2010.

Foreign citizens, for the purposes of accessing public administration posts, must be capable of exercising their civil and political rights in the country of nationality or origin, be in possession, with the exception of the ownership of Italian citizenship, of all the other requirements for the citizens of the Republic, have suitable knowledge of the Italian language.

Applicants must be in possession of the above-mentioned requirements at the date of expiry of the deadline for presentation of the application for admission to the selection process. Those who have attained their academic title outside Italy and requested but have not yet obtained the recognition of equivalence within the expiry term set out above, will be admitted to the selection process under reserve.

For needs connected with the organization of the work and in compliance with principles of timeliness, effectiveness, efficiency and cost-effectiveness of the administrative action, all applicants will be admitted to the selection process under reserve; hence, this Administration reserves the right to control only the applications of those who will have sat the written exam; therefore, exclusion from the competition, due to lack of the admission requirements set out above, may be ordered at any time, for any justified reason.

This Administration guarantees fairness and equal opportunities for men and women to access the job and treatment at work, according to art. 7 of Leg. Dec. 165/2001.

Art. 3

Applications and deadline to submit applications

The application for admission to the selection process should be presented on paper not subject to stamp duty to Area Risorse Umane e Organizzazione – Ufficio Personale Tecnico-Amministrativo (Human Resources and Organization Area – Technical-Administrative Personnel Office), using the form set out in annex “A”, of this notice, by the date **05/03/2018** . Applications arrived after the abovementioned deadline shall not be considered valid.

The applications must be submitted in one of the following ways:

- by registered letter with return receipt to the following address: Politecnico di Torino – Area Risorse Umane e Organizzazione – Ufficio Personale Tecnico Amministrativo –C.so Duca degli Abruzzi, 24 – 10129 Turin. For this purpose the stamp and date of the accepting post office shall be proof of dispatch;
- direct delivery to the Ufficio Personale Tecnico Amministrativo (Technical – Administrative Personnel Office), C.so Duca degli Abruzzi, 24 – Torino – I floor at the following times: from Monday to Friday from 9am to 12pm and from 2pm to 4pm;
- by PEC (certified email address), sending an email from one’s own personal PEC address to politecnicotorino@pec.polito.it containing the application of participation duly compiled and signed and any other document required, in PDF format, together with the scan of a valid identity document. The subject of the email must show the following wording “PEC



DOMANDA DI CONCORSO TD. COD. 05/18/TD" ["PEC APPLICATION FOR SELECTION PROCESS TD. COD. 05/18/TD"];

- by fax, to no.0110906043, attaching copy of a valid identity document.

All applicants must state, under their own responsibility:

1. their surname, name, date and place of birth;
2. their citizenship;
3. the municipality in whose electoral rolls they are registered, or the reasons for non-registration or cancellation from the same rolls;
4. to have no previous or current criminal record (even if amnesty, remission, pardon or judicial pardon has been granted) and pending proceedings against him;
5. to be in possession of the required academic title;
6. their position held as regards military obligations;
7. any services provided at Public Administrations and causes of termination of preceding relationships;
8. that they have not been deprived of or dismissed from employment according to art. 127 d) of the Consolidating act approved by Presidential Decree no. 3 dated 10/1/1957, or made redundant from employment at a Public Administration;
9. that they are not related up to the fourth degree of consanguinity or affinity, or have a relationship of marriage or registered partnership between people of the same sex or living together as if married, with a professor belonging to the Department who has proposed the activation of the contract, or the Rector, the General Manager, a component of the Board of Administration according to art. 18 paragraph 1 letter c) of Law 240/2010.
10. whether they are in possession of any preferential rights , as set out in annex B.

The application must be accompanied by the European style curriculum vitae (annex C) containing a detailed description regarding the studies and professional experience gained, as well as any other information which the applicant considers useful for assessment purposes, in relation to the professional profile required; the Curriculum vitae must be produced by personal sworn declaration pursuant to art. 47 of Pres. Dec. 445 dated 28.12.2000. The curriculum will be completed by the 10 most relevant products (also in .pdf format) the candidate will decide to submit to evaluation.

The applicants, recognized as disabled according to law 104/1992, must make explicit request for the necessary aid, as well as any need for additional time to carry out the tests, depending on their handicap.

According to art.13 of the "Code regarding the protection of personal data" issued with Leg. Dec. 196 dated 30/6/2003, all data provided by the applicants by application shall be processed respecting the aforementioned regulations and the obligations of confidentiality, to fulfill the obligations connected with the selection procedure.

The application form to participate in the selection process and the curriculum vitae format are distributed in the Office mentioned above and available on the website of the University at the following address: <https://www.swas.polito.it/services/concorsi/>.

The bottom of the application must be signed; the signature requires no authentication pursuant to art. 39 of Pres. Dec. 445 dated 28/12/2000, under penalty of exclusion from the selection process.



Art. 4 Selection committee

The Selection Committee, appointed with a subsequent order of the General Manager, will be composed by experts on the subjects regarding the professionalism required, the type and scientific-disciplinary area of the research project, as well as the organization and/or selection of staff.

Art. 5 Evaluation of titles

The Selection Committee first defines the evaluation criteria, then evaluates the titles of candidates. The title's assessment is pointed out for a maximum of 50 points out of 100. Title categories and related maximum points are:

1. Professional titles: professional experience and assignments, academic and non-academic lectures on the call topics, participation to research programs and networks, coordination and management of research groups, laboratories, or similar structures; up to 30 point;
2. PhD title: 10 points for the title; in absence of title's achievement 3 points for each frequency year of PhD up to 9 points;
3. Other titles as publications, articles, multimedia products, patents, prizes, achievement of competitive calls and other awards– up to 10 points;

The result of the evaluation of titles will be published on the 28/03/2018 within hours 14.00, on the Administration web page at the address:
<https://www.swas.polito.it/services/concorsi/persta.asp>

Art. 6 Examination

The examination is carried out in the form of an interview.

The aim of the oral discussion is to verify the skill and abilities described at item 1. During the discussion the knowledge of the English language will be tested (very good knowledge both written and spoken are required).

The sessions of the Committee, during the interviews, are public.

For the evaluation of the interview the commission has 50 points out of 100. The interview is considered passed if the candidate obtains a minimum score of 35 points.

At the end of each session dedicated to the interview the Committee will draw up a list of the candidates examined with the indication of the vote attained by each and display it at the venue of the examination.

The overall vote is established by the sum of the vote for the title's evaluation and the vote attained in the interview.

Art. 7 Calendar of examinations

The interview will be held on 29/03/2018 at 10,00 in Saletta B of Rettorato of this Polytechnic - C.so Duca degli Abruzzi, 24 - Turin.

Applicants are required to be on the premises at the time and on the day mentioned above to sit the examination. They must be in possession of a valid identity document.



Art. 8
Formulation and approval of ranking

Having performed the test for the selection process, the Committee draws up the merit ranking in descending order of the overall vote based on the results of the title's evaluation and of the interview.

Applicants who have passed the final test and intend to exercise their preferential rights as set out at paragraph 4 of art. 5, Presidential Decree no. 487 dated 9.5.1994 (annex B) are required to show the relevant original documents, or authenticated copy thereof, within the deadline of 15 days. This term starts from the day following that on which individual applicants have passed the final test.

By Decree of the General Manager, the merit ranking will be approved and the successful candidates will be declared, on condition that it is verified that they are in possession of the requirements to be admitted to the job.

The final ranking will be published on the Administration web page at the address: <https://www.swas.polito.it/services/concorsi/>

Art. 9
Entering into the contract

A full time fixed-term employment contract for duration of three years will be entered into with the candidate who is declared successful. A probationary period of work as Technologist is envisaged.

The annual overall gross remuneration due to the employee is € 32.517,87 which will be paid on a monthly basis.

The employment relationship is governed by the individual contract and by the employment provisions in force, which also include the taxation, welfare and social security, envisaged for employee income. As regards the rights and duties of the employee, reference is made to the principles established by the National Collective Labor Agreement - University Sector and to the regulations in force on public sector employment.

The candidate who has successfully completed the selection process is required to submit all documents, which will be requested from this Polytechnic within thirty days from recruitment, under penalty of dismissal.

The probationary period will last for three months and cannot be renewed or extended. Once this period has been completed without termination of the employment relationship by one of the parties, the employees will be considered as being confirmed in service and their length of service will be calculated in every respect as of the day of recruitment.

Art. 10
Referral to the performance of the selection process

For all that is not provided for in this selection process notification, reference shall be made to the rules laid down in the Regulation on the selection, recruitment and management process of the fixed-term employment relationship of the Technologists as set out in the introduction, and - as far as compatible - to the Regulation concerning the selection processes for recruiting permanent technical-administrative staff at the Polytechnic of Turin, issued with Regional Decree no. 339 dated 31/05/2002, and to the provisions in force on the procedures for public selection processes.

Turin, 22/02/2018

THE GENERAL MANAGER
(Dr. Aldo TOMMASIN)
signed **Aldo Tommasin**