



**UNIMORE**  
UNIVERSITÀ DEGLI STUDI DI  
MODENA E REGGIO EMILIA

**DIREZIONE ORGANIZZAZIONE, PROGRAMMAZIONE E SVILUPPO RISORSE UMANE**

*Ufficio Reclutamento Personale Tecnico Amministrativo, Interinali e CEL*

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*Published on the PA Recruitment Portal and on the University online noticeboard*

**JOB TITLE:** fixed-term research technologist at Università degli Studi di Modena e Reggio Emilia – Dipartimento di Scienze e Metodi dell'Ingegneria – Modena, by the Law 2010/240 article 24-bis.

**POST TYPE AND GRADE:** fulltime fixed-term contract; contractual level and financial position: D/D8.

**PUBLIC SELECTION** by qualifications and examinations (written and oral exams).

**BASIC FUNCTION:** scientific and management support in research projects

**APPLICATION DEADLINE:** twentieth day following that of publication on the PA Recruitment Portal <https://www.inpa.gov.it/> – 1:00 pm (Italian time).

#### **PROFILE**

The professionalism sought will operate to support the monitoring and reporting activities of the financed projects; support for scouting research funding opportunities and contribution to the preparation of proposals. Specifically, he will deal with:

- Manage and monitor the financial planning of ongoing projects and related reporting
- Support for the creation, consolidation and management of partnerships
- Represent the research group on European networking occasions and public consultations
- Facilitate the matching between the skills present within the research group and the funding opportunities available
- Provide support in the drafting of project proposals, in particular with regard to the setting up of the structure, the parts relating to the management and impact of the project and the correspondence of the proposal with respect to the specific requests and the themes proposed by the call
- Monitor and prepare strategic planning of ongoing project activities
- Coordinate project activities involving the research group and other partners
- Maintain relationships with project coordinators and with the European Commission during project reviews
- Support project activities relating to business modeling, market analysis and economic impact issues.

#### **TECHNICAL KNOWLEDGE AND SKILLS**

- Research experience on European project at Research Centres, Universities or other Public Bodies
- knowledge, also through documented experience, of European project management and reporting
- knowledge of the main funding opportunities for the university sector, particularly in the European context
- knowledge of association and lobbying structures for European projects
- good knowledge of European project management techniques and methods

- experience in preparing project proposals
- good communication skills in Italian and English
- skills relating to the management and coordination of work groups
- ability to build and manage relationships and cooperation in complex organizational settings

Knowledge of the Microsoft Office package is also required, with particular reference to Word and Excel programs, internet and e-mail.

#### TRANSVERSAL SKILLS

- problem - solving;
- operational reliability;
- work organization;
- cooperation and teamwork.

Attitudinal and motivational elements will also be assessed

#### ADMISSION REQUIREMENTS

Candidates must have the following academic requirements by the selection announcement deadline:

- 1) bachelor's degree (*ante* D.M. 509/99) to Economic and social disciplines; master Degree (LS) *ex* D.M. 509/99 belonging to class 64/S; master's degree (LM) *ex* D.M. 270/2004 belonging to class LM-56; degree (L) *ex* D.M. 509/99 *ed ex* D.M. 270/2004 belonging to class CL28, L-33;
- 2) particular professional qualification demonstrated by at least 3 years of proven research experience on European projects at Research Centres, Universities or other Italian or foreign Public Bodies. Alternatively, the appropriate professional qualification can be demonstrated by possession of a PhD.

Candidates holding a foreign degree must have their degree recognized as the equivalent of an Italian degree.

The degree-equivalency application form is available at <http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>

The overall requirements are available in the extended version of the selection announcement.

Further qualifications will be valued.

The Administration guarantees fairness and equal opportunities for men and women in terms of work access and contractual conditions.

#### APPLICATION AND DEADLINE

To apply is required the payment of a non-refundable contribution of 10 (ten) Euros, as a forfeit coverage of the selection process expenses. Payment must be made by Pica - Piattaforma Integrata Concorsi Atenei.

Application allowed only electronically by PICA – Piattaforma Integrata Concorsi Atenei, available at the following link: <https://pica.cineca.it/unimore/> penalty of exclusion within the twentieth day following that of publication on the PA Recruitment Portal <https://www.inpa.gov.it/> – 1:00 pm (Italian time).

The guideline to submission is on line at <https://pica.cineca.it/unimore/file/LineeGuidaCompilazioneDomandaPICA.pdf>

Before the deadline it is possible to save the application in draft form. The date of submission is certified by the electronic system, that will send a receipt by mail. After the deadline, it will be no more possible to edit and submit the electronic form. To each application will be assigned an ID number, which has to be used for following communications together with the competition code.

The Identification Number (PICA code) will also be used for the online publication of test results.

The candidate must present himself for the tests with the information of the Identification Number (PICA code) attributed to his application. In the rankings that will be published, candidates will be identified by the Identification Number (PICA code) attributed to the application.

Candidates are admitted to the selection procedure conditionally.

Should any of the requirements not be met, candidates may be excluded from the selection procedure at any moment, even after they have taken the tests.

## EXAMINATION TESTS

Candidates are selected by qualifications and a written and an oral examinations as specified:

- Main funding opportunities for the University sector, particularly in the European context (Horizon2020, Horizon Europe)
- Project management techniques and methods
- University legislation
- European policies on transport and logistics

The diary of the written test and the oral test will be published by means of a notice on the university's online noticeboard - <https://titulus-unimore.cineca.it/albo/> - at least 15 (fifteen) days in advance of the day on which the admitted candidates must take them.

Any changes to the test diary and/or any postponement due to organizational reasons will be made known by publication on the University online noticeboard at the link <https://titulus-unimore.cineca.it/albo/>. No further notice will be given.

Any candidates not coming to the examination will be deemed to have waived their place.

Candidates must show a valid ID document before being admitted to the examinations.

**The official call in the extended version and application form are available on the following link: Recruitment Portal "inPA" - <https://www.inpa.gov.it/> - University's "Albo online" - <https://titulus-unimore.cineca.it/albo/> - and on the website Pica - <https://pica.cineca.it/unimore/>**

Modena, 25 giugno 2024

LA DIRIGENTE  
(Dott.ssa Maria Raffaella INGROSSO)  
Firmato digitalmente ai sensi del D.lgs. n. 82/2005