

**ADMINISTRATIVE AREA DEPARTMENT  
O.U. Human Resources Policies and Management  
Via Roma 67, 56126 PISA**

**PUBLIC NOTICE OF COMPARATIVE PROCEDURE FOR THE CONFERMENT OF 1  
COORDINATED AND CONTINUOUS COLLABORATION**

In execution of the resolution of the Director General No.289 of the 31/03/2023 I.E., a comparative procedure is hereby announced, on the basis of titles, for the conclusion of 1 contract for 1 position of PROJECT DISSEMINATION MANAGER to be dedicated to the Project "European Reference Network on Rare Connective and Musculoskeletal Diseases (ERN ReCONNET).

Duration: from the signing of the contract of appointment until 31/10/2023

Expected remuneration for the work is € 19.655,00 net of company expenses (including INPS and INAIL charges for the professional) and will be paid in monthly instalments, through a salary slip issued by ESTAR following certification of the performance of the activity signed by the ERN ReCONNET Project Coordinator.

**ADMISSION REQUIREMENTS**

The following requirements must be satisfied in order to participate in the selection:

- a) Master's degree or old-school degree in humanities/health disciplines
- b) Italian or EU citizenship
- c) Documented and demonstrated experience in the field of European Projects related to the management, monitoring and dissemination activities and results of the dissemination of projects in the areas of social network profiles, website, newsletter, information/dissemination material.

Activities to be performed by the team member:

Analysis, management monitoring of scientific dissemination activities of the project results and dissemination in the following areas: social network profiles (Twitter, Facebook, YouTube), website, newsletter, information material (brochures, leaflets, posters, etc.); participation in events, initiatives, meetings and gatherings, including those of international scope, that encourage networking and promotion of the activities carried out by the network; collaboration with the scientific coordinator in the research activities of the network and in the preparation and management of research studies and manuscripts of the ERN. Preparation of deliverables, abstract and poster presentations at scientific conferences.

The Commission, appointed by the Director General, in order to select the suitable resource to carry out the assignment will proceed to ascertain, through the documentation produced, the documented experience, indispensable for the purposes of the conferment of this assignment, in the field of European Planning referred to the ERNs or other similar projects with reference to the activity of management, monitoring and scientific dissemination and of the results of the dissemination of the projects in the areas of social network profiles, website, newsletter, information/dissemination material. Master's degrees, doctorates and scientific publications related to the subject of the selection as well as the performance of project management activities will be preferential qualifications;

The categories that will not be admitted are

- persons who are already private and public workers who have been retired or who have in any case reached the age limit for retirement of public employees in Public Administrations (pursuant to Article 5, paragraph 9 of Law Decree no. 95/2012 converted into Law no. 135/2012 as amended by Article 17, paragraph 3 of Law no. 124 of 7 August 2015 as amended)
- candidates who, while meeting the requirements, are already employees of Public Administrations.

**The assignment cannot be conferred:**

- to those who have been excluded from the active electorate.
- to those who have been dismissed from employment with public administrations.

## **APPLICATION TO PARTICIPATE**

The application to participate must be drawn up in accordance with the form attached to this NOTICE (Form 1) and must be accompanied by :

- A detailed, dated and signed training and professional curriculum, drawn up in the form of a declaration in lieu of certification and/or declaration in lieu of affidavit pursuant to Articles 46 and 47 of Presidential Decree 445/2000, under penalty of exclusion, which must contain, in addition to an indication of the training courses undertaken, a list of the professional activities and experiences, the role held, the name of the organisation/company in which the applicant works or has worked, the exact period of time in which the activities were carried out (start and end date of each relationship).

## **PROCEDURES AND DEADLINES FOR SUBMITTING APPLICATIONS**

Applications must be received, under penalty of exclusion, no later than 12 noon on 13/04/2023. Should said day be a public holiday, the deadline shall be extended to the first subsequent day that is not a public holiday .

The application to participate, drawn up on plain paper, dated and signed at the bottom without the need for authentication, accompanied by a photocopy of an identity document, in accordance with the sample form that can be downloaded from the Company's website ([www.aoup.toscana.it](http://www.aoup.toscana.it) under the "selections and competitions" section) must be addressed to the General Manager of the Company, and must have the following subject: "application to participate in the public selection notice for qualifications and interview for the appointment of a freelance worker, specifying the role for which the applicant intends to apply" and must be sent

a. or by personal Certified Electronic Mail (PEC) of the candidate, exclusively to the address: pec-aouphisana@legalmail.it. (the subject line of the email must be marked "Domanda AVVISO SELEZIONE PUBBLICA PER IL CONFERIMENTO INCARICO INDIVIDUALE DI LAVORO AUTONOMO\_\_\_\_\_")

For sending the documents to the AOUP institutional PEC box, files must be used in static and not directly modifiable formats, without macro-instructions or executable codes, preferably in PDF format (with .pdf extension). Please do not attach files in image format (.jpg, .jpeg, .gif, .png, .tiff, etc.).

Please note that each PEC must not exceed 30 MB (30 megabytes) in order for it to be correctly entered in the protocol.

In the case that the volume of the attachments does not allow the sending of all the documentation with a single PEC, the transmission must be divided into several PECs, each with the same subject but with a different sending number, always correlated to the total number of transmissions (e.g. Application Competition code XXX - Sending 1 of 3, Application Competition code XXX - Sending 2 of 3, ...) and the text of the message must indicate the attachments transmitted from time to time.

Please note that the validity of the transmission of the certified electronic mail message is attested by the acceptance receipt and the delivery receipt provided by the electronic mail operator.

a. or by registered mail of the postal service to the Director General c/o U.O. Politiche e Gestione delle Risorse Umane- P.O. Gestione Collaborazioni Esterne, Via Roma n.67, -50126 Pisa. It should be noted that the date stamp of the post office of departure will not be taken as proof.

b. - or by delivery to the Protocol Office of the AOU- Pisana from Monday to Friday from 9.00 a.m. to 1.30 p.m., provided that the arrival date indicated on the notice is respected.

The deadline for the submission of applications and documents is peremptory; any reservations regarding the subsequent submission of documents shall be null and void.

Applications received after the deadline will not be accepted.

The Administration accepts no responsibility for the dispersal of communications due to incorrect information on the part of the applicant, nor for any postal or telegraphic mishaps through no fault of the Administration itself.

### **DECLARATIONS IN LIEU OF CERTIFICATION**

Please note that pursuant to Article 15 of Law 183/2011 and the Directive of the Ministry of Public Administration and Simplification no. 14/2011, as of 1 January 2012, certifications issued by the P.A. regarding states, personal qualities and facts are valid only in relations between private individuals. AOU Pisana may therefore only accept declarations in lieu of certification or affidavits.

Declarations in lieu of certification and affidavits must be drawn up analytically and contain all the necessary elements and information required by the certification to which they refer.

The absence, even partial, of these elements, precludes the possibility of proceeding with the relative evaluation. Pursuant to Article 71 of Presidential Decree 445/2000, as amended and supplemented, the AOU Pisana is obliged to carry out appropriate checks, even on a sample basis, and in all cases in which there are reasonable doubts as to the truth of the declarations in lieu of certification referred to in Articles 46 and 47, and to transmit the results to the competent authority, in accordance with the provisions of the relevant regulations.

### **CONTENTS OF THE APPLICATION**

In the application for admission to the selection, candidates must declare/document under their own responsibility, pursuant to Articles 46 and 47 of Presidential Decree 445/2000 and Article 15 of Law 183/2011

1. their personal details with address, telephone number and tax code that he/she possesses
- citizenship of an E.U. member state, OR
- that he/she is not a citizen of an EU Member State but is a family member of a citizen of an EU Member State and has the right to reside or the right to reside - permanently (attach a copy of the Residence Card issued by the Ministry of the Interior pursuant to Legislative Decree 30/06.02.2007), OR
- that he/she possess the status of third-country national with an EC long-term residence permit (attach a copy of this document) OR
- I am a holder of refugee or subsidiary protection status (attach a copy of the document proving that I meet these requirements);
3. they have knowledge of the Italian language
4. to possess the required academic and professional qualifications with full indication of the date, location and name of the institute where they were obtained and the relative grade. The qualification obtained abroad must have obtained, by the deadline for submitting applications to take part in the selection procedure, the necessary equivalence to Italian diplomas issued by the competent authorities (indicate details of the Ministerial Decree of recognition);
5. that I have not been convicted of any criminal offence and that I am not the subject of any pending criminal proceedings
6. that I am not the subject of other measures entered in the criminal record
7. position with regard to compulsory military service
8. non-existence of the grounds for non-eligibility indicated in the preceding paragraph "Admission requirements
9. non-existence of the grounds for non-eligibility indicated in the paragraph above entitled "Eligibility Requirements";

The application must bear the applicant's legible signature in full at the bottom, under penalty of exclusion. Only the following documents must be attached to the application form:

1. Detailed, dated and signed training and professional curriculum vitae drawn up in the form of a declaration in lieu of certification and/or declaration in lieu of affidavit pursuant to Articles 46 and 47 of Presidential Decree 445/2000, which must contain, in addition to an indication of the training courses undertaken, a list of the professional activities and experiences, the role held, the name of the organisation/company in which the applicant works or has worked, the exact period of time in which the activities were carried out (start and end date of each relationship).
2. Photocopy of a valid identity document
3. Tax code
4. All documents and academic and career titles that the applicant intends to present for evaluation purposes must be declared to be in conformity with the original by means of a declaration in lieu of affidavit pursuant to art. 47 of Presidential Decree 445/00 (Attachment 1 and Attachment 2)
5. Printed publications, if any. Publications may be presented in copy provided that the candidate declares their conformity to the original by means of a declaration in lieu of affidavit pursuant to art. 47 of DPR 445/00. (Attachment 1 and Attachment 2)

### **ADMISSION OF CANDIDATES**

Admission of candidates is decided by the Director of the O.U. Human Resources Policies and Management - Head of the O.P. External Collaboration Management.

The same shall also order the non-admission of candidates who, on the basis of the declarations contained in the application, are found not to meet the admission requirements, as well as those whose applications are irregular or received after the deadline.

### **PROCEDURES FOR ASSESSING PROFESSIONAL QUALIFICATIONS**

The applications are assessed by a Commission of Experts, specifically appointed by the Director General, on the basis of a comparison of the curricula submitted by the candidates.

The score awarded for the evaluation of the professional training curriculum is global and must be adequately motivated.

The justification must be reported in the minutes of the work carried out by the Examination Committee.

The appointment shall be awarded to the candidate with the highest score on the basis of a ranking list drawn up by the Commission and published on the company website under the section "competitions and selections".

The list of successful candidates shall be approved by this Company by means of a specific provision and shall remain open for the entire duration of this appointment and may be used, through the sliding scale system, in the event of early withdrawal by the professional signatory to the assignment contract.

### **ASSIGNMENT OF THE APPOINTMENT**

The Company shall proceed to confer the appointment, after ascertaining the requisites and fulfilments prescribed for this purpose, by stipulating a contract of self-employment for coordinated and continuous collaboration, governed by Articles 2222 et seq. of the Italian Civil Code. in which the terms and conditions that shall regulate the working relationship shall be set forth and the date of commencement of the activity shall be indicated.

The economic effects shall run from the date of commencement of the activity.

Due to the nature of the assignment, AOUP is exempt from any liability for damages that the appointed professional may suffer or cause to third parties.

For the assignment, the collaborator shall provide the Company with:

- Tax code/VAT number
- Civil liability insurance policy including gross negligence
- Declaration on the non-existence of causes of conflict of interest with respect to the assignment conferred in accordance with the applicable laws in force (Article 6 of Presidential Decree no. 62/2013 and Article 53, paragraph 14, of Legislative Decree no. 165/01).

In the event of a conflict of interest being ascertained, the AOU Pisana reserves the right to assess the incompatibility of the appointment and to revoke it, without prejudice to the possibility for the collaborator to resolve the incompatibility by exercising the right of option. The ascertainment of a conflict of interest subsequent to the stipulation of the contract and the granting of the assignment shall be cause for early

termination of the relationship. For all matters not explicitly contemplated in this notice, the provisions of the law applicable on the subject shall be deemed to be invoked to all intents and purposes.

### **PERSONAL DATA PROCESSING**

Pursuant to the regulations in force, the personal data provided by candidates will be collected at the organisational structure of the O.U. Human Resources Policies and Management for the purposes of managing the selection process and will be processed in an automated database, possibly also at a later date in the event of the establishment of an employment relationship, for purposes inherent to the management of that relationship. The provision of such data is compulsory for the purposes of assessing the participation requirements, under penalty of exclusion from the competition.

The administration reserves the right, at its sole discretion, to extend the terms of the competition, to suspend or modify them, to revoke or cancel the competition, without the candidates having any claim or right, or not to proceed with the stipulation of the contract with the candidate selected due to changed organisational requirements.

For any clarifications or information, applicants may contact the Head of P.O. External Collaboration Management of the Human Resources Policies and Management Unit (tel. 050/996363-3942-3943 E-mail [m.nencioni@ao-pisa.toscana.it](mailto:m.nencioni@ao-pisa.toscana.it)) from 10.00 a.m. to 12.00 noon from Monday to Friday. Please note that the text of this notice is available on the Company's website [www.aoup.toscana.it](http://www.aoup.toscana.it) in the "competitions and selections" section for a period of 10 days from the date of publication.

**The General Manager**  
**Dr Silvia Briani**