



D.D. n. 366 of 22/12/2016

Selection procedure by qualifications and possible interview for one assignment research grant entitled: "Project Management of Astrophysical Projects".

The Director

In accordance with Law n. 240 dated 30 December 2010 of which art. 22 in particular;
In accordance with D.L. n. 192 dated 31 December 2014, of which art. 6, comma 2 bis in particular;
In accordance with Law n. 183 dated 12 November 2011 of which art. 15, paragraph 1 in particular;
In accordance with the Provisions for the assignment of research grants approved by INAF Administrative Council on 22nd June 2011;
In accordance with the request by dr. Adriano Fontana, prot. OAR n. 2222 dated 15 December 2016;
Ascertained that financial coverage of the grant is granted within funds: Cost-Center 1.06 Astronomical Observatory of Rome, Target-Function 1.05.06.01.12 (Premiale LBT 2013) of 2016 budget;

DECREES

Art. 1- Research Project

Open call for the selection procedure on the basis of candidates' qualifications, possibly integrated by an interview, for the assignment of one research grant of the duration of one year entitled: "Project Management of Astrophysical Projects".

The goal of the project is:

- 1) Development of Project Management systems and environment for the management, monitoring and tracking of astrophysical projects, in particular those related to LBT and other ground-based telescopes;
- 2) Implementation of best practices aimed at improving the competitiveness of astrophysical projects in submitting funding proposal to European, National and regional agencies.

For further information, contact dr. Adriano Fontana (e-mail: adriano.fontana@oa-roma.inaf.it).

Art. 2 – Requirements for participation

Participation in the selection is restricted to Italian and foreign citizens holding the following mandatory minimum requirements:

- PhD degree in Astronomy, Astrophysics or Space Engineering issued by an Italian (or foreign) Advanced Studies Institute or University,

Or

- degree in Physics or Astronomy issued according to the previous Italian University regulations or degree in Physics or Astronomy either "specialistica" or "magistralis" (new Italian University



regulations) or equivalent degree issued by an Italian or foreign Advanced Studies Institute or University, together with at least three years of documented experience in scientific activities.

Preferential qualification will be considered, such as a significant and documented experience in matters of this announcement.

A good level of knowledge of the English language is required.

Art. 3 – Application

Applications are to be written on unstamped paper and must be consistent with the attached application form (Attachment 1), with the addition of the date and the signature of the candidate. Applications, to which the requested documentation must be attached, are to be submitted by either:

- 1) hand delivery to the Astronomical Observatory of Roma;
- 2) express courier or by registered letter with acknowledgement of receipt.
- 3) certified mail (PEC) to the address inafoaroma@pcert.postecert.it (the date of submission will be certified by the computer system) with attachments in .pdf format.

Applications are to be submitted by January 12th, 2017.

If you send by certified mail, the e-mail must be sent before 12:00 of the day of expiry; Applications have to be addressed to the Director of INAF-Osservatorio Astronomico di Roma, Via Frascati n. 33, 00078 Monte Porzio Catone (RM), Italy.

On the application's envelope the following must be clearly quoted: applicant's name, family name and address, and the caption: "Research grant – Project Management of Astrophysical Projects".

Incomplete applications will not be considered for the selection procedure.

Applications without the applicant's signature will be excluded from the selection procedure.

Applications which are not consistent with the attached form format will be excluded from the selection.

The following qualifications must be attached to the application:

1. candidate's curriculum vitae et studiorum (CV), including a list of grants and fellowships hold in the past, if applicable;
2. list of publications;
3. non-Italian citizens should attach copies of their University degrees inclusive of the list of exams and the degrees' final marks, or copies of the equivalent foreign degrees;
4. a list of qualifications and of all attached documents, in which the number of works and published papers is specified;
5. a personal declaration (valid as self-certification) that:
 - the candidate holds a University degree;
 - the candidate holds a PhD degree, and holds any other specialization degree or certificate of attendance to post-degree specialization courses both in Italy or abroad, and the declaration concerning any research activities which were carried out at private or public institutes either under contracts, fellowships or grants both in Italy and abroad or any working tasks that the candidate deems appropriate to submit.

The above self-certification must be consistent with the attached form format (Attachment 2), and must be dated and signed by the applicant, and a copy of a valid identity document must be attached. In using self-certification the candidate must list the submitted qualifications with details which may enable possible verification by the Observatory's Administrative Office.

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Art. 4 – Incompatibility

Research grants cannot be held by INAF employees holding both permanent and nonpermanent contracts and by regular employees of Institutes listed in article 22, paragraph 1 of Law n. 240/2010.

The grant cannot be held contemporarily with attendance of academic courses, “laurea specialistica” academic courses, and “laurea magistrale” academic courses, as well as with attendance at PhD courses with fellowship. For employees of the Italian Public Administration (Italian State) compulsory unpaid leave of absence is foreseen.

The grant cannot be held contemporarily with other fellowships of whatever kind, except those awarded with the aim of integrating the training or research activity of the fellowship holder through a period spent abroad.

Aggregation of income from working activities, also part-time, carried out continuously is not allowed. Instead, limited self-employed occasional work is compatible with the grant, only if this is not in contrast with or delays the research activity carried out for INAF.

This must be authorized in advance by the Director of the Institute where most part of the research activity of the grant is carried out.

When formally accepting the grant, the successful candidate will issue a declaration of absence of inadmissible cumulating of grants/fellowships.

Art. 5 – Host institution and duration of the grant

The grant is for one year, with possible extension depending on the favorable opinion of the scientific leader of the project and on funding availability.

In accordance with Law n. 240/2011 the duration of the grant, inclusive of possible renewal, will not exceed four years, with the exclusion of the period in which the grant is held in coincidence with attendance at a PhD course.

Host institution of the grant is INAF – Osservatorio Astronomico di Roma, via Frascati 33, 00078 Monte Porzio Catone (RM).

Art. 6 – Salary amount

The grant is worth 28.000,00 (twentyeightthousand/00) euros gross per year. This amount is net of fees to be charged to INAF-Osservatorio Astronomico di Roma and will be paid in deferred monthly instalments.

Applicable fiscal rules are the provisions of art. 4 of Italian law n. 476/1984 and subsequent modifications and integrations.

Applicable social security rules are art. n. 2, paragraph 26 and following paragraphs of the Italian law n. 335/1995 and subsequent modifications and integrations.

Applicable rules for obligatory maternity leave are provided in the Decree of the Ministry of Labour and Social Security dated 12 July 2007, published in the “Gazzetta Ufficiale” n. 247 dated 23 October 2007. Applicable rules for sick leave are provided by art. n. 1, paragraph n. 788 of Italian law n. 296 dated 27 December 2006 and subsequent modifications. During the period of obligatory maternity leave the allowance paid by INPS (Italian national institute for social security) according to art. n. 5 of the above Decree dated 12 July 2007 is supplemented by INAF up to the total amount of the grant.

The period of obligatory maternity leave will not contribute to the duration of the grant foreseen by the contract.

Insurance coverage against accidents must be personally provided by the grant holder and the insurance policy documents must be produced when formally signing the contract.

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Art. 7 – Selection Committee

The selection of eligible candidates will be performed by a Selection Committee appointed by the Director of INAF-Osservatorio Astronomico di Roma.

The Selection Committee is composed of three members from both Italian and foreign research staff, with expertise in the research field of the position offered in this announcement, and usually includes the scientific leader of the project.

According to the law in force, the composition of the Selection Committee should comply with gender balance. The president of the Selection Committee is nominated in the appointment decree and is chosen between the Committee members. In the decree the Selection Committee Secretary is also appointed.

Art. 8 – Selection procedure

The selection is based on qualifications, possibly integrated by an interview. The total ranking score established by the Selection Committee is 100 points, of which 50/100 is the maximum score for qualifications and 50/100 is the maximum score for the interview.

Evaluation criteria will be defined in advance, and qualifications will be evaluated before the possible interview.

The Selection Committee shall rank eligible applicants to be interviewed. Applicants selected for the interview will be summoned with 15 days' notice by registered letter with acknowledgement of receipt.

The approval decree of the selection procedure, with the ranking list, shall be notified by posting on the website of the Observatory: www.oa-roma.inaf.it.

In case of renunciation of the grant winner, the grant shall be awarded to the next eligible candidate in the ranking list.

Art. 9 – Contract Formalization

Within 10 days from the receipt of the formal notification of the award, the successful candidate will provide a formal declaration of acceptance of the research grant without reservation and under the conditions prescribed in the contract which shall be signed on the date and place established by the Observatory. The successful candidate will also declare that he/she is not subject to any of the exclusion conditions listed in Article n. 4 of this announcement.

Within the same time limit of ten days, in case of renunciation, the winner is bound to provide formal declaration of renunciation to the Astronomical Observatory of Rome.

Under no circumstances the signing of the contract starts a subordinate employment relationship or ensures any rights to access to permanent INAF staff positions.

The grant holder is bound to draw up an insurance policy against accidents at work prior to starting his/her research activities, otherwise revocation of the grant is foreseen.

As for third-party civil liability, the grant holder will be covered by insurance policy drawn up by INAF. The policy does not cover civil liability of the grant holder towards INAF.

The Director of the Observatory has appointed dr. Adriano Fontana as tutor of the grant holder. His specific task is to supervise and coordinate the grant holder's research activity.

The grant holder is bound to issue periodical activity reports. The issuing frequency will be established in the contract. The activity reports will be subject to approval from the scientific leader and will be transmitted to the Director of the Astronomical Observatory of Rome. Approval failing, duly reasoned by the scientific leader, will give the Institute the right to terminate the contract.



In case of contract rescission, the grant holder is bound to send a written communication with 30 day's notice. The notice starts from day 1 or day 16 of each month. In case of lack of notice, the Institute has the right to retain or request the reimbursement of the salary amount corresponding to the notice time-span which the grant holder failed to communicate. The next eligible applicant in the ranking list is entitled to receive the remaining amount of the grant salary, after drawing up the contract.

Art. 10 – Starting date and obligations

The starting date of the grant is established by the Director of INAF-Astronomical Observatory of Roma in the notice of summons for drawing up the contract. Expected starting date of the grant is 1st February 2017.

The grant holder has to fulfill the following obligations:

- a) to sign in advance the contract governing collaboration to the planned research activity project and to whatever else foreseen in the contract;
- b) to start research activity at the date due as for the contract at the seat of INAF-Astronomical Observatory of Rome, unless prevented by motivated temporary hindrance, of which the Observatory must be timely informed;
- c) to carry out research activity for the whole duration of the grant regularly and continuously;
- d) to comply with the rules and regulations of the Observatory and with the directives of the Director and of the scientific leader of the project;
- e) to present periodical reports on research activity to the Director of the Observatory after approval from the scientific leader.

The grant holder who, after having started the planned research activity, does not carry out his/her work regularly and without interruptions for the duration of the grant without producing justified reasons, or lacks repeatedly to fulfill requirements or, according to the evaluation of the scientific leader, eventually shows evident lack of skill at the planned research activity, will incur termination of the contract and consequent deprivation of the grant after motivated decision of the Director.

The grant holder will be informed of the possible start of administrative proceedings for terminating the contract, and he/she will be allowed to submit his/her own reasoned reply on the matter to the Director of the Observatory in writing.

The grant holder will be informed by reasoned notice both in case the administrative proceedings are filed away without further consequence, and in case of actual decision to terminate the contract.

Temporary suspensions of the research grant are justified only if absence is due to pregnancy and post-natal leave, or to illness which lasts longer than one month, or to any other serious reason. The reasons for suspending the research grant must be proved and certified, and promptly sent to the Observatory.

Art. 11 - Proceedings Responsible

In accordance with Art. 8, paragraph 3 of INAF Provisions on the assignment of research grants, Dr. Danilo Antonelli is the responsible for the competition proceedings relevant to this announcement.

Art. 12 - Publicity

This competition announcement shall be electronically forwarded to Astronomical and Astrophysical Observatories and to scientific institutes in the field of interest. The announcement will be posted on the websites of INAF (www.inaf.it) and of the Astronomical Observatory of Roma (www.oa-roma.inaf.it).

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Art. 13 – Applicable regulation

The Astronomical Observatory shall abide by provisions in force promoting equal opportunities for women and men, non-discrimination and respect of privacy in processing personal data. For what not explicitly mentioned in this announcement, the Observatory shall act in compliance with the regulations in force concerning public selection procedures, when applicable by analogy.

Monte Porzio Catone, December 22, 2016

THE DIRECTOR
Dr. Fabrizio FIORE

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ATTACHMENT 1

APPLICATION FORM FOR PARTICIPATION TO THE SELECTION

To the Director
INAF-Osservatorio Astronomico di Roma
Via Frascati, 33
00078 Monte Porzio Catone (RM), Italy

The undersigned (Forename(s))..... (Surname).....

Place of birth (Town/State).....

Date of birth (dd/mm/yy)

Permanent residence address (number/street/town/postal code/Country):

Hereby applies to participate to the selection for the appointment of one research grant entitled: "Project Management of Astrophysical Projects".

Under her/his personal responsibility the undersigned declares:

a) her/his nationality is:

b) to enjoy civil and political rights of the State of which she/he holds citizenship;

c) not to have been in the past or not to be at present under any penal sentence (if liable, please specify)

d) to hold the following educational qualifications:

e) research grants and/or fellowships hold in the past (length and host Institution):

f) to be presently holding the following research grant or fellowship (length and host Institution):

The following documents are attached:

1. curriculum vitae et studiorum, in which also past research grants or fellowships are listed;
2. list of publications available on the web;
3. any work or publications which is not available on the web which might be useful for qualifying the scientific curriculum;
4. foreign citizens are requested to attach copy of the University degree/academic qualification certificate inclusive of the list of individual exams and the final score, or copy of the equivalent foreign degree certificate, and copy of the PhD certificate or of the equivalent foreign academic qualification;
5. list of qualifications and of any other submitted document, specifying the number of works and published papers;
6. declaration (Attachment 2).

The undersigned authorizes the Administrative Office of INAF-Osservatorio Astronomico di Roma to use and store her/his personal data only for the purpose of the present selection.

The undersigned wishes to receive communications concerning the selection at the following address (number/street/town/postal code/State):

(if possible list also phone number, fax number and e-mail address):

Place and date (dd/mm/yy).....

(Applicant's signature, not to be authenticated)

.....

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ATTACHMENT 2

SELF-CERTIFICATION

The undersigned (Forename(s))..... (Surname).....

Place of birth (Town/State)

Date of birth (dd/mm/yy)

Permanent residence address (number/street/town/postal code/Country),

As candidate to the selection for one research grant issued by INAF-Osservatorio Astronomico di Roma with Director's Decree n. /2016, aware that producing false statements and forged documents, as well as the use of forged documents shall be punished in accordance with the Criminal Code and with any other applicable special acts on this matter,

DECLARES AND SELF-CERTIFIES

1) that submitted copies of academic theses and dissertations, of publications and works are conformal copies of the original documents;

2) to hold the following degree in: (discipline)

Date of award: (dd/mm/yy).....

Awarding University: Final mark:

3) to hold the following academic qualifications:

PhD degree in: (discipline)

Date of award: (dd/mm/yy)..... Awarding University:.....

Final mark:

Certificates of attendance to post-degree courses:

Fellowships:

Research contracts/grants at private and/or public institutions:

Other:.....

Place and date (dd/mm/yy)

..... (*)

(full applicant's signature)

(*) Not authenticated

N.B. A photocopy, not authenticated, of a valid identity document of the applicant must be attached.