



**THE FOLLOWING PUBLIC JOB OPENING FOR ONE FREELANCE CONTRACTOR AT THE DEPARTMENT OF LIFE AND ENVIRONMENTAL SCIENCES OF POLYTECHNIC UNIVERSITY OF MARCHE IN THE FRAME OF THE PROJECT " Monitoring for Mediterranean Marine Protected Areas "- acronym MMMPA.**

**Art. 1**

The evaluation procedure of applications for the assignment of the position is based on the professional qualifications required for the implementation of the following activities within the project "Monitoring Mediterranean Marine Protected Areas" - acronym MMMPA

**"Support the activities of the project management MMMPA"** which involves the following main tasks:

1. Support in the management of the project;
2. Support during the certification of project expenditures, including the assessment of eligible costs for the final financial reporting;
3. Interface with the European Commission for what relates project management;
4. Revision and quality control of documents;
5. Preparation of financial documents required for final reporting, also based on those provided by partners (in English where needed);
6. Monitoring of partners' work progress;
7. Organization of project and technical-scientific meetings with partners;
8. Use and updating of project websites;
9. Linguistic revision of all project documentation (deliverables, cost statements, etc.).

The project leader is Dr. Carlo CERRANO, who is responsible for the supervision of the freelance contractor's work.

**Art. 2**

**Location:** Department of Life and Environmental Sciences, Polytechnic University of Marche, Italy.

**Duration of contract:** fifteen months. The effective starting date and duration of the contract is subject to the legal conformity evaluation by the "Corte dei Conti".

**Art. 3**

**Gross salary** Euro 18.125,00 gross of all fees paid by the freelance contractor.

The amount will be paid in monthly installments, with the first installment paid after the beginning of the contract.

**Art. 4**

**General requirements for admission to the selection:**

The applicants are admitted to the selection if, at the time of the application deadline, possess the following requirements:

1. Italian citizenship (Italians who do not belong to the Republic are equalized to Italian citizens) or citizenship of one of the European member States;
2. Master Degree in Marine Biology or similar



3. Professional experience:
  - Documented experience in management of European Community projects;
  - Knowledge in financial regulation and reporting for FP6 or FP7 EU projects;
  - Computer and programs skills to handle data and websites
4. For EU citizens good knowledge of Italian Language
5. Good knowledge of English Language

#### Art. 5

##### **Application form and deadline:**

The application form (Annex A), signed by the applicant and addressed to the Director of the Department of Life and Environmental Sciences of Polytechnic University of Marche, must be submitted or delivered to the Administrative Office of the Department of Life and Environmental Sciences of Polytechnic University of Marche – Breccie Bianche Street – 60131, Ancona not later than **July 28, 2014 at 12 pm** (CET)

The application form (Annex A) must be accompanied by a curriculum vitae et studiorum (Annex B) in which each relevant qualification must be clearly indicated. Annex B has to be signed in original by the applicant.

For the application sent per Post (courier or snail-mail) or by fax at number +39 071/2204316, the signed application form must be accompanied by a copy of a valid ID (front and back)

#### Art. 6

##### **Selection of applicants**

The selection for the admission is based on the evaluation of the applicant's professional qualifications and it is aimed to verify the conformity of the applicant skills in respect to the required profile.

The following qualification will be assessed:

1. Degree mark
2. Previous work experience in similar projects at Universities or at other public administrations as well as at public or private organizations
3. Scientific activities and/or publications relevant for the subject of the application
4. Soft skills linked with the profile object of the selection
5. Other qualifications related to the subject of the application

The notes given a maximum score of 10 points.

The interview which reserved a maximum of 20 points, deepening concern about:

- Generalities on Marie Curie grants and Initial Training Network organization
- Marine Protected Areas and management issues

The selection of the soft skills will take place on **July 31, 2014 at 10:00 am** at the main office of the Department of Life and Environmental Sciences - Building 3, Science - Breccie Bianche Street – 60131, Ancona.

#### Art. 7

The Evaluation Panel, composed by three members of the faculty, is appointed by the Director of the Department of Life and Environmental Sciences. The Evaluation Panel is responsible for the evaluation of the qualifications of the applicants.



The winner of the selection will be contacted appropriately according to the address specified in the Annex A.

**Art. 8**

The responsible of the administrative procedure for the assignment of the freelance contractor post is Ms Rossana Baiocchi

**Art. 9**

In accordance with the Article 13, comma 1, of D.Lgs of June 30th, 2003, n. 196, personal data will be treated by this University, only for the purposes of this selection.

Responsible for the data handling is Prof. Paolo MARIANI, Director of Department of Life and Environmental Sciences, Polytechnic University of Marche, with main office in the Breccie Bianche Street - 60131, Ancona

**Art. 10**

This announcement will be available on the website of Polytechnic University of Marche – [www.univpm.it](http://www.univpm.it) (concorsi/concorsi vari), on the website of Department of Life and Environmental Sciences [www.disva.univpm.it](http://www.disva.univpm.it) (bandi). The position will be also advertised on the website <http://ec.europa.eu/euraxess>, in conformity with the EU FP7 regulations.

Ancona, July 10, 2014

Director of  
the Department of Life and Environmental Sciences  
**Prof. Paolo MARIANI**

Annexes

- A. Application form
- B. Curriculum vitae in the form of "DICHIARAZIONE SOSTITUTIVA DI CERTIFICAZIONE (ART. 46 DPR 445/2000)"**



**Annex A**

To the Director of the Department of Life and Environmental Sciences  
Brecce Bianche Street snc  
60131 - ANCONA

I the undersigned (*Family name*) \_\_\_\_\_ (*First name*) \_\_\_\_\_, Date of birth \_\_\_\_\_, Place of birth ask to be admitted to the selection on evaluation of the professional qualifications for one position of freelance contractor for "Support the activities of project management MMMPA" at the Department of Life and Environmental Sciences, Polytechnic University of Marche within the research project "Monitoring for Mediterranean Marine Protected Areas "- acronym MMMPA.

Declares, pursuant to Articles 46, 47 and 76 of d.p.r. 445/2000 and s.m.i.:

**A)** to live in \_\_\_\_\_ Address \_\_\_\_\_ n° \_\_\_\_\_ zip code \_\_\_\_\_ Country \_\_\_\_\_

**B)**  to be in possession of Italian citizenship

**C)** (ONLY FOR CITIZENS U.E.)  to be a citizen of the EUROPEAN UNION MEMBER STATE (specify which) \_\_\_\_\_

**D)** to possess the qualification required in the application  
Master Degree \_\_\_\_\_  
Obtained at \_\_\_\_\_ date \_\_\_\_\_ with final score of \_\_\_\_\_

**E)** to have a good knowledge of English Language

**F)** (ONLY FOR CITIZENS U.E.) to have a good knowledge of Italian Language

**G)** to possess the following qualification requirements (please specify) \_\_\_\_\_

**H)** wishes to receive all communications regarding this selection to the following address:

Address \_\_\_\_\_  
City \_\_\_\_\_ Country \_\_\_\_\_  
ZIP CODE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ MOBILE PHONE NUMBER \_\_\_\_\_  
e-mail \_\_\_\_\_

Date \_\_\_\_\_ Signature(\*) \_\_\_\_\_

.....  
\* In addition to the application form hand-signed the applicant must be attached to the application form a photocopy of the valid identity card

Di.S.V.A.  
Via Brecce Bianche  
60131 ANCONA  
Tel. 0712204747-4331  
Fax: 0712204316  
www.univpm.it  
P.IVA e C.F.: 00382520427



**Annex B**

**Curriculum vitae in the form of "DICHIARAZIONE SOSTITUTIVA DI CERTIFICAZIONE (ART. 46 DPR 445/2000)"**

With reference to the application form for the selection above I the undersigned-  
\_\_\_\_\_ born in \_\_\_\_\_ (country \_\_\_\_\_), date of birth \_\_\_\_\_ living in  
\_\_\_\_\_ (country \_\_\_\_\_), Address \_\_\_\_\_ n. \_\_\_\_\_, ZIP  
CODE \_\_\_\_\_, Country \_\_\_\_\_

DECLARE

With reference to art. 46, D.P.R. 445/2000 that the informations contained in the curriculum vitae are true.

Date \_\_\_\_\_ Signature(\*) \_\_\_\_\_

\*\*\*\*\*  
\* In addition to the application form hand-signed the applicant must be attached to the application form a photocopy of valid identity card