



D.D.G. n. 2515  
Del 9/12/2019

**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 Building and Logistics Area of this Polytechnic.**

**code 24/19/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 19/04/2018;

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 RD dated 1/5/2017;

IN VIEW of the note dated 05/12/2019 from the Head of the Building and Logistics Area concerning the request to activate a public selection process to fill 1 full time fixed term contract Technologist post, to realize the project "Specific electronic methods and tools, such as modelling for construction and infrastructure, in the design, construction and management of public works carried out under the Strategic Plan of the University";

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

CERTIFIED that the financial coverage of the relevant expense is guaranteed by the Central Administration funds;

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 Building and Logistics Area of this Polytechnic.

The required role is Manager in electronic methods and tools for design, construction and management phases in Public Works and related audit.

The candidate, in order to train and coordinate the Building and Logistics Area staff activities construction and infrastructure modeling- needs specific background and technical experience in complex projects management.

The role needs high skills in engineer construction sciences and specific computer expertise.

The Candidate Will be requested to offer support in the above-described models and processes to University Researchers and Will be requested to coordinate and/or assist other Public Contractors, Universities and Research Centers in Design activities, procurement procedures and the execution phase.

#### Activities and responsibilities

The role includes:

- Analysis and preparation of a training plan on the themes of this notice reviewed to the staff of the Building and Logistics Area;
- Comparison and support to researchers on the use of advanced electronic methods and tools;
- Coordination and support activities at other public contracting stations and/or other Universities or Research Centres in the context of design and modelling activities for construction and infrastructure and the consequent procurement and execution activities;
- Drafting a programme to acquire and/or maintain hardware/software tools for digital decision-making;
- Analysis and definition of a control and management model as well as testing possible lines of action, and in particular:
  - Digital management of advanced information processes with coordination of the process actors involved;
  - Design of construction/plant interventions with signature burden through the use of the recalled specific electronic methods and tools such as modelling for construction and infrastructure;
  - Harmonization of the design standards within the Building and Logistics Area in order to coordinate the information processes finalizing them to the construction and management aspects of the goods in the availability of the Polytechnic University of Turin;
  - The drafting of Chapters and other technical documentation necessary during the entrustment and/or execution of the design services or for the execution of works or the management of works;
  - Support for the creation or acquisition of a data sharing environment aimed at digitally managing information processes;
  - Support for RUP for investigations of contracting procedures by criterion of the most cost-effective offer concerning design work and services conducted through the use of methods and tools specific electronic devices such as modelling for construction and infrastructure.



## Skills and qualifications

Technical knowledge in the professional field of interest with particular reference to:

- Design and information processes management related to public works and mainly related to university or research facilities;
- Design and information processes management related to private constructions specifically with high technological content, significant interconnection of architectural, structural and plant aspects or characterized by a high need of coordination and collaboration between the parties involving different fields and disciplines;
- Previous experience in training and research in relation to project issues;
- Previous experience in support for investigative activities related to procurement procedures.

## Specific requirements

The Candidate must be able to coordinate and manage specific electronic methods and tools in order to work for Construction and infrastructure in an Educational and Research Organization.

The Candidate Will have to develop, manage and coordinate digitalized information flows processes and decision-making processes in relation to every single procedure.

This notice will be published on the Official Gazette of the Politecnico di Torino, on the website of the Polytechnic of Turin at [www.swas.polito.it/services/concorsi/persta.asp](http://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:

- Second-cycle degree of the educational system before Min. Dec. 509/1999 in the following classes: Building Engineering – Architecture or Civil/Building Engineering;

or

- Second-cycle degree of the educational system in conformity with Min. Dec. 509/1999 in the following classes: 4/S (Architecture and Building Engineering) or 28/S (Civil Engineering);

or

- Second-cycle degree of the educational system in conformity with Min. Dec. 270/2004 in the following classes: LM-4 (Architecture and Building Engineering Architecture) or LM-23 (Civil Engineering) or LM-24 (Building Systems Engineering) or LM-26 (Safety Engineering);

and professional competence:

- Registration on the Professional Register of Engineers or Architects;

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) regular position with regard to military service for persons born up to 1985;
- g) they must not be related up to the fourth degree of consanguinity or affinity, with the Rector, the General Manager, a component of the Board of Administration.

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 **20/ 12 /2019** . 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 (tel. 011.0907955) at the following times: from Monday to Thursday from 9am to 12pm and from 2pm to 4pm – on Friday from 9am to 12pm ;
- by PEC (certified email address), sending an email from one’s own personal PEC address to [politecnicoditorino@pec.polito.it](mailto:politecnicoditorino@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. 24/19/TD” [“PEC APPLICATION FOR SELECTION PROCESS TD. COD. 24/19/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, with the Rector, the General Manager, a component of the Board of Administration;
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 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: [www.swas.polito.it/services/concorsi](http://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 titles will be given a maximum overall score of 30 points out of 100. Title categories and the maximum scores assigned to them are:

- PhD: up to a maximum of 5 points;
- Search checks: up to a maximum of 4 points;
- Professional assignments: up to a maximum of 8 points;
- Experience and professional assignments (such as Academic and non-academic teaching, professional and technical courses, participation in research programmes and networks): up to a maximum of 8 points;
- Other titles such as publications, articles, professional certifications: up to a maximum of 5 points.

#### Art. 6 Examination

The examinations will involve a written test and an oral exam.

The Committee will decide on the duration of the same depending on the type of tests.

The written test, with a theoretical and practical content, carried out by using a PC, will verify the candidates' knowledge of processes and tools concerning Article 23, paragraph 13 of the Code of Public Contracts.

The oral exam will first develop the topics of the written test, giving particular emphasis to eventual specific work experiences in this field, clearly indicated in the Curriculum.

During the examination tests the knowledge of the English language and the ability to use programs in the Windows environment (word, excel, power point) will be ascertained.

The written test and the oral exam shall be considered passed if the applicant has obtained a score of at least 21/30 or equivalent in each of them.

The overall vote is established by the sum of the vote for the titles evaluation, the written test and the vote attained in the interview.

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



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.

#### Art. 7

##### Calendar of examinations

The written test will take place on 9/1/2020 at 9.30 at LAIB 2S of this Polytechnic – C.so Settembrini, 178 – Turin.

The result of the evaluation of titles will be published on the 13/01/2020 on the Administration web page at the address: [www.swas.polito.it/services/concorsi/persta.asp](http://www.swas.polito.it/services/concorsi/persta.asp).

The list of those admitted to the oral exam will be published on 17/01/2020 on the web page of the Polytechnic of Turin at the address [www.swas.polito.it/services/concorsi/persta.asp](http://www.swas.polito.it/services/concorsi/persta.asp).

The interview will be held on 20/01/2020 at 9.30 in “Saletta Riunioni” of the Building and Logistics Area 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 written test and the oral exam.

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: [www.swas.polito.it/services/concorsi](http://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, with the right to the remuneration as per rules in force for technical-administrative personnel, Cat. D ep D4.

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

##### Head of procedure and competent office

For all purposes of this notice is identified, as competent office at the Human Resources and Organization Area, the Technical Administrative Personnel Off., tel. 0110907955 – 3218 – 6054, e-mail: [ruo.selezionita@polito.it](mailto:ruo.selezionita@polito.it). The Head of the procedure is Dr. Lina Miniello.

#### Art. 11

##### 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 personnel at the Polytechnic of Turin, issued with R D no. 339 dated 31/05/2002, and to the provisions in force on the procedures for public selection processes.

THE GENERAL MANAGER  
(Dr. Ilaria ADAMO)