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ISTITUTO NAZIONALE DI ASTROFISICA
NATIONAL INSTITUTE FOR ASTROPHYSICS

Osservatorio Astronomico di Roma

VACANCY NOTICE

Job Title : Public selection for a temporary position of collaboration in the framework of the European projects FP7, Astrodeep and First at INAF-Astronomical Observatory of Rome, Italy – D.D. 30/2013.

Reports To : Candidates are invited to send their written application to the Director of INAF-Astronomical Observatory of Rome – via Frascati 33 – 00040 Monte Porzio Catone (ROME) (attachment 1), together with a short *curriculum vitae et studiorum*, as well as copies of qualifications, documents, and/or publications, which they may consider useful, not later than April 5, 2013.

The candidate should write the job title and the acronym D.D. n. 30/2013 on the envelope.

For further info, please contact:

Adriano Fontana, at adriano.fontana@oa-roma.inaf.it (science and organization questions)

Danilo Antonelli, at danilo.antonelli@oa-roma.inaf.it (administrative questions).

Overall Purpose of the Job:

The activity will consist in checking the progress of the projects and their financial reports, according to the rules established by the European Commission, in particular:

- preparing documents related to payments account and the progress of the ASTRODEEP and FIRST projects, as requested by the REA European Agency, and sending them these documents;
- writing up and sending periodic balances and reports of the scientific activity being carried on within the ASTRODEEP and FIRST projects, for the deadlines established by the European contracts;
- surveying the project and writing up detailed progress reports for the various “Work Packages” of both ASTRODEEP and FIRST projects, and delivering them to the scientists in charge of these “Work Packages”;
- organizing International progress meetings of both ASTRODEEP and FIRST projects, according to the deadlines of the European contracts and/or on request of the scientists in charge of the projects and writing up a summary of these meetings at the end;
- updating the contents of the Projects’ websites, in English, so as to release their results within the International scientific community.

Requirements:

Applicants must fulfill the following requirements in order to take part in the selection:

- 1) Degree (old system) or Master’s degree (new system) in Astronomy, Mathematics or Physics, followed by at least 3 years’ work in Astrophysics Research Institutes;
- 2) An advanced knowledge of English.

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Candidates should attach the following documents to their written application:

- 1) curriculum vitae et studiorum, signed by the candidate;
- 2) copies of school and professional qualifications;
- 3) a list of all documents and qualifications useful for the job.

All documents and qualifications attached to the curriculum may be submitted either as original texts or as certified photocopies, according to items 18 and 19 of D.P.R. 445/2000, or according to the procedures described in items 46 and 47 of the same bill (Attachment 2).

Preferential qualification:

- Ph.d. in Astronomy, Astrophysics or Physics;
- Work experience in managing research projects in Astrophysics;
- Well-documented management and report of European projects.

Duration of the activity:

This is a two-year position, starting from the signing of the contract, which cannot be renewed.

Gross salary

The total annual salary for this position is € 36.000,00 (Thirty-six-thousand euros) inclusive of tax and social security, to be paid both by the employee and by the employer. This salary will be paid in equal installments at the end of each month. The payment of the last installment will be subject to the approval of the scientist in charge of the activity, on the basis of a short report submitted by the employee.

The Director,
Dr. Fabrizio FIORE



ATTACHMENT 1

APPLICATION FORM FOR PARTICIPATION TO THE SELECTION

To the Director
INAF-Osservatorio Astronomico di Roma
Via Frascati, 33
00040 Monte Porzio Catone (RM), Italy

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

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

Date of birth (dd/mm/yy)

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

Hereby asks to take part in the public selection for a temporary position of collaboration in the framework of the European projects FP7, Astrodeep and First at INAF-Astronomical Observatory of Rome, Italy.

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:

The following documents are attached:

- 1. curriculum vitae et studiorum, (signed by the candidate), which should include fellowships, grants and preceding contracts;
- 2. documents related to the working experience within the field indicated by the job title, including name of the Institute fromto
- 3. any other qualification or publication, which the candidate may consider useful for his/her own scientific curriculum;
- 4. a detailed list of all qualifications and printed documents attached;
- 5. signed statement of self-certification (*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)

.....



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 public selection for a temporary position of collaboration issued by INAF-Osservatorio Astronomico di Roma, aware that the production of 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 certified copies of the original documents;

2)that I was awarded the following degree in:

.....
.....
.....
.....

Place and date (dd/mm/yy)

..... (*)

(full applicant's signature)

.....

(*) No need to certify it

N.B. A simple photocopy of a valid identity card/passport of the applicant must be attached.