


**ISTITUTO
DI RADIOASTRONOMIA**
SEDE - BOLOGNA

Via P. Gobetti, 101
40129 BOLOGNA
P.I. 06895721006
Cod. Fisc. 97220210583
Ph.: +39 051 6399385 – 6399111
Fax +39 051 6399431
www.ira.inaf.it
PEC: inafirabo@pcert.postecert.it

STAZIONE - MEDICINA

Via Fiorentina, 3513
40059 MEDICINA (BO)
Ph.: + 39 051 6965811
Fax + 39 051 6965810

SEZIONE - NOTO

Contrada Renna Bassa
Località Case di Mezzo
96017 NOTO (SR)
C.P. 161 c/o
Ufficio Postale Noto Centro
Ph.: + 39 0931 824111
Fax + 39 0931 824122
PEC: inafiranoto@pcert.postecert.it

D.D. 303/2014

Selection procedure n. 13/2014/IRA/AR based on qualification and possible interview for the awarding of one research fellowship entitled: "Interferometric (sub)millimetre astronomy in the framework of the activities of the Italian node of the European network of ALMA Regional Centres"

THE DIRECTOR

- Having seen the Statute of the Istituto Nazionale di Astrofisica (INAF), adopted by INAF Board on March 7th, 2011, and entered into force on May 1st, 2011;
- In accordance with Italian Law n. 240, dated December 30th, 2010, Article 22;
- Having seen INAF Regulations for the awarding of research fellowships approved by INAF Board on June 22, 2011, Resolution n. 06/11 and subsequent modifications and integrations;
- Given the availability of finance on CRAM 1.05.03.10.02 "ARC- ALMA Regional Centre"

DECREES
Art. 1 – Research project

A selection based on qualifications, possibly integrated by an interview, is open to award one research fellowship, funded under the project "ARC- ALMA Regional Centre" entitled "Interferometric (sub)millimetre astronomy in the framework of the activities of the Italian node of the European network of ALMA Regional Centres", category Post-Doc.

The awarded fellow is expected to participate in the ALMA-related activities that the node performs for the astronomical community, which include providing support to potential ALMA users with the preparation of observing proposals with the Observing Tool (OT), and assisting with the data reduction if requested; participation in periodic sessions of data reduction with other ARC nodes; testing new versions of OT and CASA; involvement in the development and testing of software for ALMA. The activities also include participation in activities that aim to strengthen the ALMA user community through seminars, workshops and schools, as well as teaching a practical course on interferometry and ALMA data reduction to university students.

The Italian ARC is hosted by the Istituto di Radioastronomia in Bologna. Details on the activities of the institute and the ARC can be found at <http://www.ira.inaf.it> and <http://www.alma.inaf.it>

Art. 2 – Requirements

In order to participate in the selection, applicants must possess, on pain of exclusion, the following requirements:

- PhD degree in Astronomy or Physics awarded by an Italian or by a foreign university/Institute;
- Expert knowledge of (sub)millimeter interferometry;
- Expert knowledge of programming languages C++ and Python;
- Expert knowledge of ALMA tools (OT, Helpdesk, sensitivity calculator, OST);
- Expert knowledge of the CASA data reduction package.

The following will be considered a preferential qualification:

- Teaching experience.

Art. 3 – Application procedure

Applications must be submitted in English, by e-mail with acknowledgement of receipt to the following email address: concorsi@ira.inaf.it (with cc to arc-jobs@ira.inaf.it)

Applications are to be submitted by and not after midday (UT) on 24 December 2014.

Late submissions will not be considered. Applications which are not consistent with the attached forms (Annexes 1,2) or without the applicant's signatures will be excluded from the selection procedure.



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The application must be delivered reporting in the e-mail subject “Application for Post-Doc position at INAF-IRA – Alma Regional Centre”.

The applicant must state clearly and precisely in the application form (Annex 1), under his/her own responsibility, aware that false declarations are punishable by law and that the Administration will carry out random checks on the accuracy of the declarations made by candidates:

- name(s) and surname, date and place of birth, nationality, place of residence and address for correspondence;
- that s/he satisfies the requirements described in article 2 of this Call;
- that s/he is aware of and is not ineligible under any of the restrictions described in article 4 of this Call.

The lack of any of the above mentioned declarations will determine the exclusion from the selection procedure for incomplete application.

For the selection purposes

- the applicants shall directly state any academic qualifications in the application form (Annex 1);
- EU citizens and non-EU citizens resident outside Italy shall directly state in the application form (Annex 1) any academic qualifications and, if successful, must produce original or suitably certified copies of academic qualifications obtained outside Italy.

The following documents have to be submitted:

- Annex 1 “Application form”;
- Annex 2 “Curriculum vitae”, signed and dated by the applicant, providing evidence of possession of the titles and the skills required to carry out the research and including a list, if applicable, of grants and fellowships held in the past and a statement of research interests;
- copy of a valid identity document (ID card or passport);
- list of publications;
- any other qualification, working task, research activity for public and private institutions and publications that the applicant deems appropriate to submit.

Candidates should also arrange for two letters of recommendation by persons familiar with their work, to be sent separately to the email address concorsi@ira.inaf.it (with cc to arc-jobs@ira.inaf.it), before the deadline.

Applicants are admitted for selection with reservation. The Head of the procedure may - at any time - exclude an applicant from the selection procedure notifying him/her by e-mail, for the following reasons:

- submission of the application after the deadline;
- failure to sign the application;
- failure to sign the scientific and professional curriculum;
- lack of requisites indicated in point 2 of the notice;
- any other case of violation of the provisions of the notice.

Should the reasons for exclusion be ascertained after completion of the selection process, the Head of the procedure decrees the loss of all rights deriving from participation in the selection procedure; similar loss of rights will be applied to applicants providing any false statements or documents.

INAF accepts no responsibility for lost applications or documents where this is due to the applicant having provided incorrect contact details or having failed or delayed in notifying any changes to these details.

Art. 4 – Ineligibility and incompatibility with other funding

Full professors, associate professors and “ricercatori” in Italian universities and employees of Italian research public institutions are all excluded from entering the competition.

The grant cannot be held at the same time with attendance at academic courses as those that formally give access to a doctorate, as well as with attendance at PhD courses with fellowship.

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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 accepted. Instead, limited self-employed occasional work is compatible with the grant, only if this is not prejudicial to the research activity carried out for INAF. This must be authorized in advance by the Director of INAF-Istituto di Radioastronomia.

Retired persons are not eligible for Research fellowship.

Also excluded from participation is any person who has carried out Research fellowships under article 22 of Italian Law 240/2010 for a total period exceeding four years, including extensions, but excluding the periods in which the grant has been held in coincidence with doctoral studies up to the maximum legal time limit of the course and excluding periods of maternity leave or sick leave, in accordance with current legislation.

Art. 5 – Duration of the Research fellowship

The Research fellowship is expected to begin on 1st March 2015 and will end after 1 year. The exact initial date could be delayed within reason if required by the completion of administrative procedures and/or for the cases mentioned in the art. 10 of this call. A second and third year are possible depending on performance, and availability of funding.

Art. 6 – Host Institution

The fellow will carry out the research at INAF-Istituto di Radioastronomia, Bologna.

Art. 7 – Salary amount

The gross annual salary will be 28.000,00 Euro. This amount is net of burdens to be charged to INAF-Istituto di Radioastronomia, social charges and health coverage and will be paid in deferred monthly instalments. Travel expenses are not included and will be covered by the Italian ARC and Istituto di Radioastronomia on availability.

Italian fiscal and social security rules will be applied. The assignee will be requested to have a personal accidents and civil liability insurance for the duration of the fellowship.

During the period of obligatory maternity leave the allowance paid by INPS (Italian National Institute for Social Security) 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.

Art. 8 – Selection Committee and selection procedure

The selection will be performed by a Selection Committee appointed by the Director of INAF-Istituto di Radioastronomia and is composed of 3 members.

The selection is based on qualifications possibly integrated by an interview. The Selection Committee can establish a short list of the eligible applicants to be interviewed, on the basis of qualifications and documented experience in scientific or technological activities on the specific subject of the research fellowship. All the stages of the selection procedure (e.g. meetings of the Selection Committee, interviews and so on) can be performed also using electronic devices for the communications.

Applicants selected for the interview will be summoned with 15 days notice by e-mail with acknowledgement of receipt, containing the individual score for qualifications.

The total ranking score is 100 points, of which 70 points is the maximum score for qualifications and 30 points is the maximum score for the interview.

At the end of the selection procedure the Selection Committee will draw up the ranked list. The approval decree of the selection procedure and the ranked list will be published on the following website www.ira.inaf.it

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Art. 9 – Awarding of the fellowship

The highest-ranked candidate will receive written notification of award of the research fellowship.

Within 10 days from receipt of the formal notification of the award she/he must provide a formal declaration of acceptance of the research grant. The declaration will also state that she/he is not subject to any of the exclusion conditions listed in article 4 of this Call.

If the candidate does not provide declaration of acceptance within a time limit of 10 days, she/he will surrender his/her entitlement to the research fellowship and it can be awarded to the next ranked candidate.

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

Art. 10 – Fellowship obligations

The holder of the fellowship:

- will start the research activity at the date due, as per the contract, at INAF-Istituto di Radioastronomia, unless prevented by force majeure or exceptional circumstances, of which the Director of INAF-Istituto di Radioastronomia must be timely informed;
- will carry out her/his research activities under the supervision of the scientist in charge of the ARC - ALMA Regional Centre project, Dr. Jan Brand, who is also the local coordinator of the activities, who will also monitor the fellow's progress;
- is required to issue an activity report every 12 months. The activity report will be subject to approval from the scientist in charge of the project and will be transmitted to the Director of INAF-Istituto di Radioastronomia. Approval failing, duly reasoned by the scientist in charge, will give INAF- Istituto di Radioastronomia the right to terminate the contract;
- is required to send a written note in case of withdrawal, with at least 30 days notice, otherwise the INAF- Istituto di Radioastronomia is entitled to retain or request the reimbursement of the salary amount corresponding to the notice time-span she/he has failed to send.

The holder of the fellowship who does not carry out her/his research activity regularly without producing justified reasons or lacks repeatedly to fulfil requirements or, according to the evaluation of the local coordinator of the activities, Dr. Jan Brand, eventually shows evident lack of skills at the planned research activities, will incur the termination of the contract.

Temporary suspensions of the research fellowship are due in case of obligatory maternity leave or in case of illness which lasts longer than one month or for any other serious reason. The reasons for suspending the research fellowship must be proved and certified, and promptly sent to the Director of INAF- Istituto di Radioastronomia.

Art. 11 – Proceeding Responsible

The Responsible of this Call proceedings is the Director of INAF-Istituto di Radioastronomia Luigina Feretti.

Art. 12 – Applicable regulation

The INAF- Istituto di Radioastronomia 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 INAF- Istituto di Radioastronomia shall act in compliance with the regulations in force concerning Italian public selection procedures, when applicable by analogy.

Bologna, 2 December 2014

Istituto di Radioastronomia – INAF
Il Direttore - Dr.ssa Luigina Feretti