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## Guidelines for Selection of Directors

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The following guidelines are provided to assist you in your application. Please read them carefully before starting.

The guidelines are based on the official document regarding the selection processes policy for employees and on the decision of the Board of Directors at the meeting of 13 February 2015.

## Online application

The job announcement for the position of Director is published on the FBK website at <https://hr.fbk.eu/en/jobs> and in other specific international recruitment channels, including scientific periodicals.

On the website, the job position is linked to an online application form, enabling direct application for the position. Applications are only accepted if submitted through the online platform within 26 May 2017 (12 a.m. GMT+1).

Items marked with an asterisk in the online application form are mandatory fields and must be compiled in order to submit your application. In order to satisfy the specific application criteria, please ensure that adequate details are provided in your CV together with all the necessary documentation.

Applications must include the following attachments in English (.pdf format):

- a. a brief statement expressing the applicant 's readiness to occupy the position part-time and the undertaking to eliminate any cause of incompatibility;
- b. CV, complete with a list of academic titles and documents testifying professional appointments and experience;
- c. a proposal for the development of the center over the next three years;
- d. three professional references (e-mails and phone numbers).

## **Selection process**

After the initial recruitment stage, two Selection Committees will be nominated.

The First Committee will be composed of three external experts, who will be responsible for checking the applications and making a preliminary selection. Candidates with skills and qualifications most closely matching the requirements of the position will be included in a short-list and contacted by the recruiting team for interview, by e-mail or telephone. Applicants who are not included in the preliminary selection will be notified at the end of the selection process.

The Second Committee will be composed of FBK's Chairman, FBK's Secretary-General, a member of the Board of Directors, and a member of the FBK Scientific Committee of the relevant academic reference area. This Second Committee will interview the candidates short-listed by the First Committee, assess them, and reach a final decision together with the Board of Directors.

If necessary the Committees may meet remotely by means of teleconference or videoconference.

Short-listed candidates will be required to attend at least one interview with the Second Committee. Candidates may attend interviews by means of videoconference.

The Foundation reserves the option to refund any incidental travel costs sustained in order to attend interviews.

A Director will be appointed by the Chairman of the FBK from among the candidates considered most suitable by the Selection Committee, following a resolution of the Board of Directors.

A letter of appointment will be sent to the successful candidate, who will have ten days to accept the offer in writing. The temporary contract envisaged for individuals from the private sector or from public entities other than universities or public research bodies and institutes, must in all cases be signed no more than thirty days after the date on which the appointment letter was sent. Failure to accept or sign the contract will invalidate the offer.

The start date of the appointment will be mutually agreed with the selected candidate.

In the principle of institutional transparency, the name of the selected candidate will be published on the FBK website.

### **Indicative schedule for the selection process:**

1. From 12 April 2017 to 26 May 2017, receipt of applications;
2. 26 May 2017, last day for acceptance of applications, and then the nomination of the two Committees;
3. Within June 2017 the First Committee will compile a short-list of candidates invited for interview and submit a report;

4. During the month of July 2017 the Second Committee will conduct interviews. The Committee will elaborate an assessment table and draft a report on the procedure to be submitted to the Chairman for the rulings of the Board of Directors.
5. The Board of Directors will nominate the candidate considered most suitable for the position within/before August 2017.

### **Equal opportunities policy**

No job applicants or employees will receive less favorable treatment on the grounds of sex, marital status, gender reassignment, race, color, nationality, ethnic origin, disability, religion or beliefs, political views, sexual orientation, pregnancy or childbirth, membership of trade unions, part-time work status, or age.

If you experience any technical problems with our website or have particular needs, please contact the following e-mail address: [jobs@fbk.eu](mailto:jobs@fbk.eu)