
Guidelines for the Selection of Directors

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 policy for selection processes 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://jobs.fbk.eu/> 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 05 November 2019 (12 a.m. GMT+1).

Items marked with an asterisk in the online application form are mandatory fields and the information must be entered 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 fill the position a part-time basis and the undertaking to eliminate any reason for incompatibility;
- b. CV, complete with a list of academic titles and documents attesting to professional appointments and experience;
- c. a proposal for the development of the center over the next three years;

Selection process

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

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 area concerned. The 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 travel costs incurred in order to attend the interviews. A Director will be appointed by the Chairman of the FBK 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 be signed no later 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 will be mutually agreed with the selected candidate (no later than May 2020).

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

The effectiveness of the appointment will be subject to verification of the inexistence of grounds for non-appointment pursuant to art. 20 of Legislative Decree No. 39 of 8 April, 2013, "Provisions on non-appointment and incompatibility of offices in public administrations and private entities under public control, pursuant to art. 1, paragraphs 49 and 50, of Act No. 190 of 6 November 2012".

Indicative schedule for the selection process

1. From 05 September 2019 to 05 November 2019, application collection;
2. 05 November 2019, application deadline, and appointment of the two Committees;
3. Within December 2019 the First Committee will compile a short-list of candidates invited for interview and submit a report;
4. During the month of January 2020 the Second Committee will conduct interviews. The Committee will prepare an evaluation table and draft a report on the procedure to be submitted to the Chairman for the decision of the Board of Directors.
5. The Board of Directors will select the successful candidate within/before March 2020.

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 special needs, please contact the following e-mail address: jobs@fbk.eu