

## UPMC Italy

is issuing a call for applications for the following *fixed-term* position:

### **1 Junior Specialist in Development Programs (Ref. JSPS/18 TD)**

UPMC Italy is a company operating in the field of patient care, biomedical research, and telemedicine. UPMC Italy also provides professional and operations management services and consulting to develop clinical and research activities. UPMC Italy offers professional opportunities in an international and multicultural setting.

The Junior Specialist in Development Programs supports his/her supervisors in collecting data for business plans, market surveys, and research/training and commercial projects. The selected candidate will monitor the time spent by all resources involved in each single project for reporting purposes, and will ensure all project documentation is duly collected, filed, and updated in the paper and electronic archives.

#### **Requisites:**

- Master's degree in Economy, Political Science, or other degree in humanities or social sciences recognized in Italy, or equivalent title.
- Good knowledge of economic and financial matters.

The ideal candidate has full knowledge of Excel, PowerPoint, Word, Outlook, database applications, and is English proficient.

#### **Preferential qualifications:**

- Good knowledge of EU, national, and regional institutional structures.
- Master's degree or post-university training on topics related to the position.
- Good knowledge of a second foreign language.

Experience in planning, managing, and reporting EU, national, or regional projects on R&D, innovation, and economic development, and a good knowledge in the area of life sciences complete the role.

The workplace is **Rome**.

UPMC Italy reserves any and wider sole right of discretion in assessing the candidates and the eligibility of the applications.

Only applicants who are not excluded under the provisions articulated in Legislative decree 165/2001, Art. 53, para. 16-ter, and subsequent modifications and amendments, can participate in this selection (General Rules Governing the Work of Public Administrations <http://www.upmcitaly.it/wp-content/uploads/2017/01/Art-ENG.pdf>).

After reading the privacy statement and authorizing the processing of their personal data (Legislative decree 196/2003), applicants of either sex (Law 196/2003) are requested to fill out the on-line application form available at <http://selezioni.upmcitaly.it/> indicating the reference code.

When filling out the on-line application form, applicants will be requested to attach their CV. At the end of the on-line process, applicants will be requested to state, by means of self-declaration, that they possess the requirements listed under this call for applications.

All communications from UPMC Italy will be e-mailed to the address given by the applicant upon submission of the application.

The deadline to submit applications is **April 8, 2018**.

Only applications submitted on-line (<http://selezioni.upmcitaly.it>) and accompanied by a CV will be taken into consideration.

Under penalty of exclusion, all applicants are obliged to provide the documentation demonstrating the possession of the requisites stated in the self-certification, whenever UPMC Italy requires it during the selection process and within the fixed mandatory deadline. Should any preliminary verification show a discrepancy with any statement submitted by the applicant, the latter will be excluded from the selection process, and any negotiation deemed permanently suspended.

Personal data included in the CV will be processed by UPMC Italy or associated companies and IRCCS ISMETT for selections referring to this or other similar positions. Applicants are requested not to include sensitive data (e.g., health status), unless strictly necessary. Detailed information with reference to data storage retention and rights provided for by Legislative decree 196/2003 are available at [www.upmcitaly.it](http://www.upmcitaly.it) and [www.ismett.edu](http://www.ismett.edu) in the Job Opportunities section.