

UPMC ITALY

is issuing a call for applications for the following position:

Specialist, Personnel and General Affairs Dept. (Ref. AAGP/20)

UPMC (University of Pittsburgh Medical Center - <https://www.upmc.com/>) is a world-renowned healthcare and research enterprise headquartered in Pittsburgh, Pennsylvania, U.S., inventing new models of patient-centered, cost-effective, accountable care.

With facilities in Campania, Lazio, Sicily, and Tuscany, UPMC Italy (the Italian division of UPMC - <https://www.upmcitaly.it/>) is a leader in patient care, biomedical research, telemedicine, IT development and consulting services in areas related to medicine and research.

UPMC Italy offers professional opportunities in an international and multicultural setting at IRCCS ISMETT (Istituto Mediterraneo per i Trapianti e Terapie ad Alta Specializzazione-<https://www.ismett.edu.it/>) one of the most technologically advanced and state-of-the-art medical centers in Italy, managed by UPMC (University of Pittsburgh Medical Center) in partnership with Civico Hospital and the Ri.MED Foundation. - <http://www.fondazionerimed.eu>.

The Specialist, Personnel and General Affairs Dept., supports the fulfillment of the administrative requirements for staff hiring/consulting, the management of forms related to contracts and employment relationships, compensation and benefit activities, corporate welfare projects, verifies compliance with JCI standards for staff and other mandatory certifications under the applicable law, drafts reports on departmental activities, and performs other tasks strictly related to staff management.

The ideal candidate possesses the following requisites:

- University Degree in Economics or Law.
- Postgraduate training in areas related to this position.
- Experience in a clinical-hospital setting.
- Excellent knowledge of computer applications and management software.
- Good knowledge of English.

Other requisites: Confidentiality, strong motivation, experience using HR management software, flexibility, problem-solving, communication, and teamwork skills.

Workplace: **Palermo**.

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

Only applicants not excluded under the provisions articulated in Legislative decree 165/2001, art. 53, para. 16-ter, and subsequent modifications and amendments (General Rules Governing the Work of Public Administrations), can participate in this selection.

After reading the privacy statement and authorizing the processing of their personal data (EU Regulation 2016/679), applicants of both sexes (Law 903/77) are requested to fill out the on-line application form available at <http://selezioni.upmcitaly.it/?lang=en>. When filling out the on-line application form, applicants will be requested to attach their CV. Applicants are also requested to attach a motivation letter and a list of their scientific publications.

At the end of the on-line process, applicants will be requested to issue a self-statement regarding their possession of the requisites listed in this call for applications.

All communications from UPMC Italy will be e-mailed to the address stated by the candidate upon submitting his/her application.

The deadline to submit the applications is **January 31 2020**.

Only applications submitted on-line (<http://selezioni.upmcitaly.it/?lang=en>) with an attached CV will be taken into consideration.

Under penalty of exclusion, at the request of UPMC Italy at any time during the selection process and within the mandatory deadline, applicants must provide evidence of the requisites stated in their self-declaration. 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 and IRCCS ISMETT for selections for this or other similar positions. Applicants are requested to not include sensitive data (e.g., on health status), unless strictly necessary. Detailed information also with reference to data storage times and rights recognized under EU Regulation 2016/679, are available at www.ismett.edu and www.upmcitaly.it in the "Job Opportunities" section.