

## UPMC Italy

is issuing a call for applications for the following position:

### 1 Project Assistant (Ref. PA/20)

**Inclusion in a protected category under article 1 of law 68/1999 (Italian law on work inclusion of people with disability) and subsequent amendments would be preferable.**

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/en/>) is a leader in patient care, biomedical research, telemedicine, IT development and consulting services in areas related to medicine and research. UPMC Italy's clinical and scientific activity mainly focuses on transplantation and oncology, but also involves other specialties: from emergency medicine to neurosurgery, from preventive medicine to cardiac surgery.

Under the supervision of the Project Manager, the **Project Assistant** will help manage all aspects related to the administration of construction and technical projects of UPMC Italy.

He\she will maintain contacts with UPMC experts and visitors, manage their travel and logistics, organize meetings and escort experts during site inspections.

He\she will provide support with the translation from Italian into English, and vice versa, of correspondence, reports, contract documents and project materials, and also with the collection, cataloging, distribution and consultation of documents, with the organization of events, conferences, and meetings with Italian and International companies and institutions.

#### **The ideal candidate possesses:**

- Secondary school diploma
- Excellent knowledge of English (oral and written)
- Good knowledge of the main computer applications for project file classification, CAD, and database
- Work experience in a similar role, preferably in international team projects
- He/She should also be enterprising, autonomous and capable of working flexible hours to meet the needs of a demanding and dynamic work environment

A university degree in a scientific\technological field or in Languages will be a preferential title.

Confidentiality, good communication skills, both written and oral, with institutions and authorities, and internally, with all levels of the organization, as well as good teamwork skills, proactivity, independence and flexibility are also instrumental to the role.

The workplace is **Palermo**. Availability to moving across construction sites is also required.

UPMC Italy reserves its right of discretion to the fullest extent permitted by law in assessing applicants and the eligibility of their 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 in both Italian and English.

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

The deadline to submit applications is **March 4 2020**.

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

Personal data included in the CVs will be processed by UPMC Italy in its role of data controller, 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 in the privacy statement at <http://www.upmcitaly.it/en/> in the "Work With Us" section.