



FONDAZIONE
EDMUND MACH
dal 1874

RECRUITING ANNOUNCEMENT



Organization and Human Resources Division
Human Resources Development Office

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| Announcement of available position | Selection code: 388_CRI_SGB |
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| Type of position and number of positions vacant | Fourth level Technologist (T4) in the field of species and genetic biodiversity of Alpine fauna and/or flora, including specific skills in conservation genetics and genomics - recruitment for the formation of a shortlist for temporary employee contracts. |
| Organisational structure and manager for the position | Conservation Genomics Research Unit and Environmental Botany Research Unit, Research and Innovation Centre. Head of Units: Dr. Heidi C. Hauffe and Dr. Elena Gottardini, respectively. |
| Specific requirements | <ul style="list-style-type: none"> - Master of Science or equivalent (eg. MSc., Laurea Magistrale) in natural sciences, biology, environmental sciences, ecology, biotechnology, or equivalent subjects; - At least 12 months' experience in the field of conservation genetics, genomics, environmental botany, aerobiology, molecular ecology, biotechnology (may include experience during a PhD degree); - Working knowledge of Italian (EU level B2), evaluated during the interview; - Working knowledge of English (EU level B2), evaluated during the interview. |
| General requirements | <ul style="list-style-type: none"> - Italian citizenship with the benefit of full civil and political rights within the State of Italy, whether belonging to the Republic, or not; OR - Citizens of European Union Member States or other States, provided they meet the following requirements: <ul style="list-style-type: none"> - benefit of full civil and political rights in the country of origin or nationality (or explanation of the reasons for non-benefit); - possession of all the same requirements as for citizens of the Republic, with the sole exception of Italian citizenship, as detailed below. - A declaration stating whether you have or have not been the subject of criminal convictions or applications of penalties at their own request (plea bargaining), which have been confirmed as enforceable convictions; - A declaration stating whether you have or have not been the subject of a conviction or any application of penalty at their own request (plea bargaining), which has not yet been confirmed as enforceable, for the offences referred to in Book 2, Title II, Chapter I of the Italian Criminal Code ("Offences committed by public officials against the public administration"); - A declaration stating whether you have or have not been dismissed or declared disqualified from employment for having obtained employment through the production of false documents or documents that are invalid and with no possibility of remedial action, or for having carried out activities incompatible with employment relationships with the Public Administration, or with entities governed by private law but under public control; - A declaration stating whether you have or have not exercised authoritative or negotiating powers over the Fondazione E. Mach (Article 53 paragraph 16 ter of Legislative decree 165/2001) during the previous three years; - A declaration stating you have never been dismissed for justified subjective reason or just cause, or have had your employment relationship terminated in application of Article 32 <i>quinques</i> of the Italian Criminal Code, due to failure to pass the probationary period for an employment relationship of indefinite duration and requiring the same qualifications as this current recruitment; - A declaration stating you are in compliance with any obligations for military service; |



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| | - A declaration stating that in the event of recruitment, you are available to take service at Fondazione E. Mach premises. |
| Physical suitability for the specific job requirements | The Fondazione E. Mach will assess the specific risks connected to the job description and, if necessary, request a medical examination, pursuant to art. 41 of Legislative Decree 81/2008, in order to ascertain the physical suitability of the employee and absence of contraindications to the work for which they are to be employed. In case of physical unsuitability or suitability with limitations, the Fondazione reserves the right not to proceed with recruitment or to withdraw from the contract if this has already been signed. |
| Exclusion from the recruitment process <i>(only for temporary position)</i> | The following may not participate in the recruitment process: temporary staff who have been employed by the Fondazione in an equivalent role for 36 months or more. |
| Job description | <p>Under the supervision of the Head of the Research Unit and/or senior colleagues to whom such supervision has been assigned (hereafter ‘Supervisors’), and in collaboration with other Unit researchers, technologists and technicians in the CRI Research Units, the employee’s activities could include, for example: the optimization and application of genetic and genomic protocols for the analyses of biological samples of wild Alpine animal (both vertebrates and invertebrates, including non-invasive samples) and plant species; raw data analysis, such as data quality control and filtering, and/or using available software and pipelines; curation, storage and management of the collected data and metadata; data retrieval from other available resources (eg. data repositories).</p> <p>Under the supervision of the permanent personnel of the Unit, the selected candidate’s activities may also occasionally include: surveys and collection of biological samples in natural, semi-anthropoc or urban environments; preparation and analysis of samples by optical microscopy; writing short texts on the technical aspects of grant applications and scientific papers; and interacting with colleagues and stakeholders outside the Unit of employment, including national and international partners. Moreover, the candidate will actively participate in ongoing research projects and collaborations within the Unit.</p> |
| Duties | <p>Under the coordination of the Supervisor(s), and in collaboration with other Unit researchers, technologists, and technicians, the candidate will be expected to perform some or all of the following activities for specific internal and externally funded projects:</p> <ul style="list-style-type: none"> - Receiving/collecting and appropriate handling of biological samples (tissue and non-invasive); - Bibliographic research to determine the most appropriate molecular approach to genetic and genomic data acquisition as requested by supervisors; - Optimization of molecular techniques in the Animal, Environmental and Antique DNA Platform; - Extraction, amplification and purification of DNA and RNA from animal or plant tissues or non-invasive samples; - Preparation of libraries for ‘omics’ technologies applied to conservation genomics; - Data management and basic and statistical analysis of STR, NGS or other sequencing data; <p>Duties may also occasionally include:</p> <ul style="list-style-type: none"> - Sampling and surveys in natural, semi-anthropoc and urban environments for the purposes of study activities for the conservation of fauna and flora (including invasive species) and/or for the biodiversity assessment; - Preparation and analysis of samples using optical microscopy; - Technical Report writing; - Collaborating in scientific manuscript writing; - Collaborating with colleagues at government offices and research institutes and stakeholders. |



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| Keywords | Species and genetic biodiversity, Alpine flora, Alpine fauna, molecular biology, conservation genetics and genomics, non-invasive genetic monitoring, alpine ecology, environmental DNA, optical microscopy. |
| Selection process | Based on qualifications (maximum 25 points) and presentation/interview (maximum 75 points). The results of the recruitment process will be based on the sum of points obtained from qualifications and interview. |
| Subjects covered in the interview | <p>Candidates will present their education, work experience and aspirations with a 10-minute slide presentation in Italian or English (eg. Powerpoint, PDF), with particular reference to experience in conservation genetics and genomics, aerobiology, and optical microscopy (maximum 10 points: 0-3 points: vague and not very articulated, without reference to required experience; 4-6 points: informative, well-articulated and effective, with some reference to requested experience; 7-10 points: extremely effective presentation, showing considerable relevant experience).</p> <p>This will be followed by the assessment of the requirement of an English B2 level (eg. translation and discussion of an abstract from a scientific paper) or Italian B2 level, depending on the language chosen by the applicant for the presentation and interview. During the interview, which will be held in Italian or English (the candidate may choose), the following knowledge will be verified (maximum 65 points):</p> <ul style="list-style-type: none"> - Optimization of protocols for the application of conservation genetics and genomics of animal or plant species, with particular reference to Alpine species (maximum 20 points); - Principles of DNA and RNA extraction, purification and amplification from animal or plant tissues or non-invasive samples and library preparation (maximum 20 points); - STR, NGS and other sequence data acquisition, quality control and management, and relative tools (eg. databases and pipelines), with particular reference to data deriving from conservation genetics and genomics (maximum 15 points); - Principles and practical applications of laboratory safety protocols and regulations (maximum 5 points); - Employee rights and duties at FEM and FEM organization (maximum 5 points). <p>The candidate must achieve a minimum evaluation at the interview of 45 points and will be assigned a maximum of 75 points.</p> |
| Assessment of qualifications | <p>On the basis of the information provided exclusively in the application (Annex A), FEM will select and admit to the interview the top 25 candidates based on the following criteria (maximum 25 points):</p> <ul style="list-style-type: none"> - Master's degree (es. MSc, Laurea Magistrale) thesis with laboratory and/or data analyses in the field of conservation genetics or genomics, environmental botany, aerobiology, molecular ecology, biotechnology (up to 3 points: 0 points: not relevant to the call; 1 point: somewhat relevant, 2 points: relevant, 3 points: very relevant); - PhD thesis (defended) in the field of conservation genetics or genomics, environmental botany, aerobiology, molecular ecology, biotechnology (up to 3 points: 0 points: not relevant to the call; 1 point: somewhat relevant, 2 points: relevant, 3 points: very relevant); - Work experience, over and above the 12 months required as Specific Requirements, in the field of conservation genetics, genomics, environmental botany, aerobiology, molecular ecology, biotechnology (job appointments, demonstrated freelance collaborations, research work, PhD experience included) (0.25 points per month of documented experience, up to a maximum of 10 points); - Technical or scientific articles (publications) in the field of conservation genetics or genomics, environmental botany, aerobiology, molecular ecology, biotechnology (up to 0.5 points for each publication, up to 5 points); |



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| | <ul style="list-style-type: none"> - Communication/Dissemination at technical or scientific conferences, scientific meetings or schools, organisation of technical or dissemination events in the field of conservation genetics or genomics, environmental botany, aerobiology, molecular ecology, biotechnology (0.25 points for each communication or organised event; up to a maximum of 4 points); - Training courses in laboratory safety and health at work (0.25 points for each course with at least 4 hours duration, up to a maximum of 1 point). |
| Knowledge level of languages, relative to the Common European Framework (CEFR), and method of verification | <p>Knowledge of Italian (at a minimum level corresponding to B2) and English (minimum B2) will be verified (to be checked by an interview using technical or scientific literature). <i>To understand the levels of knowledge required, consult the dedicated page on the EUROPASS website: https://www.coe.int/en/web/common-european-framework-reference-languages</i></p> <p>Failure to possess a level of Italian corresponding to level B2 or English corresponding to B2 will result in exclusion from the selection process.</p> |
| Possession of requirements and recourse to clarification | <p>The candidate must meet all the requirements and qualifications laid out, on the closing date for submitting applications as stated in the public announcement, as well as on the date of recruitment and placement. Candidates are in any case required to promptly inform the Fondazione of any change in the data declared in the application for participation in the public notice.</p> <p>Failure to meet the specific and general requirements will result in exclusion from the selection process. The Fondazione reserves the right to verify the above requirements and may at any time terminate the selection process for a candidate who does not meet them. Should the verification reveal inconsistencies, doubts or uncertainties, the Fondazione also reserves the right to request further clarifications and/or documents to be produced, within the peremptory deadline indicated by the Fondazione.</p> <p>The assessment of the possession of requirements and evaluation of qualifications is based exclusively on the information declared in the application form (Annex A).</p> |
| Modality and deadlines for communication to candidates of the dates and locations of the interview | <p>All communications to candidates will take place via email to the contact used to send the CV and application (Annex A) and indicated in the appropriate space of the application.</p> <p>Candidates admitted to the interview phase will be informed of the date and location via e-mail (<u>not by certified email, a.k.a. PEC</u>), sent to the contact address used to send the curriculum and the application (Annex A), at least 10 days before the interview date.</p> <p>The interviews will be held at the Fondazione E. Mach in San Michele all'Adige (Province of Trento, Italy) or in videoconference.</p> <p>Each admitted candidate must attend the interview, where they must present a valid photographic identification document, or if held in remote videoconferencing, the document must be presented in advance. Failure by candidates to attend the interview site or to connect via remote videoconference or late arrival not accepted by the Commission will result in their exclusion from the selection.</p> |
| Gross annual remuneration | <p>Provincial Collective Contract for Personnel of Research Foundations (https://trasparenza.fmach.it/Amministrazione-Trasparente/Personale/Contrattazione-collettiva/CCPL-Personale-Fondazioni-di-Ricerca), Fourth level Technologist (T4), current gross remuneration of Euro 38.539,67, including 13th and 14th month's pay.</p> |
| Deadline for presentation of applications and recruitment process end date. | <p>Applications must arrive by and no later than 23:59 CET (the date and time of receipt shown in the electronic mail account of the Fondazione shall be valid) on May 8, 2025. The recruitment procedure will terminate at the latest by November 8, 2025.</p> |
| How to present applications | <p>Applications to participate in the selection must be sent in electronic format to the email address (not certified email address, a.k.a. PEC) curricula@fmach.it, indicating the</p> |



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recruitment code (**388_CRI_SGB – T4 temporary biodiversity**) in the subject of the message and **must consist of:**

- **the application form (Annex A)**, using the form available on the webpage announcement, which must be saved with the file name and extension: **Surname First Name_Application.pdf**. The application must be fully completed, without any reference to other attached documentation and/or information;
- the candidate's **curriculum vitae**, saved with the file name and extension as follows: **Surname First Name_CV.doc or .pdf**;
- **a copy of a valid identity document (eg. passport, identity card)**.

Any person encountering difficulty in submitting the application due to disability is invited to contact +39 0461 615542.

In the application form (Annex A) the candidate must declare any marriage, cohabitation or family relationship up to the fourth degree with employees, ongoing consultants, directors, members of the supervisory bodies of the Fondazione. This requirement ensures maximum transparency in the recruitment process and avoids situations of potential conflict, such as, for example, direct or indirect reporting in the same organisational structure between persons who have such relationships.

In the application form (Annex A) the candidate must declare, under their own personal responsibility, **the possession of the specific requirements, general requirements and any qualifications as indicated in the relative boxes of this Recruitment Announcement**, pursuant to Articles 46 and 47 of Presidential decree no. 445 of 28 December 2000, indicating awareness of the forfeiture of any benefits obtained and the criminal sanctions provided for respectively in Articles 75 and 76 of the aforementioned decree, in the case of untrue declarations, creation or use of false documents.

By submitting an application for selection, the candidate assumes responsibility for the truthfulness of all the information provided in the application and in any attached documents, as well as for the conformity to the original of the copies of any documents produced, all this in accordance with Presidential decree 445/2000.

The Fondazione E. Mach reserves the right to carry out checks and if these reveal that the candidate's declarations contain any untrue content, the declarant will forfeit any benefits deriving from any provision issued on the basis of the untruthful declaration; moreover, such a declaration, as a "mendacious statement", will be punished in accordance with the Italian Criminal Code and the special laws on the subject.

Candidates who make untruthful declarations concerning the possession of the fundamental requirements for participation in the selection process will be removed from the ranking list and the employment relationship, if already established, will be terminated.

The Fondazione shall not accept any responsibility for the loss of communications due to the incorrect indication of the address by the candidate or to a missed or late communication of the change of the address indicated in their application, or due to any postal or telecommunications defects or in any case due to third parties, unforeseeable circumstances or force majeure.

Proof of documentation in the event of hiring and relative deadlines

Before recruitment, if requested, candidates must provide statements and certificates proving the possession of the "Specific Admission Requirements" and the "Qualifications" provided for in the call.

Results of the selection

The results of the selection will be communicated by:

- **publication of the suitable candidate ranking** on the webpage dedicated to the present recruiting announcement, with the details of ranking order, surname and name; the publication of the candidate's name in the list of suitable candidates shall not be subject to the right of confidentiality, therefore the candidate may not request that their name be removed from the said list;



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| | <p>– at the end of the procedure, communication to all candidates, whether included in the ranking of suitable candidates or not, by individual email (<u>not certified email, a.k.a. PEC</u>) to the contact address used to send the curriculum vitae and the application.</p> |
| <p>Hiring conditions and categories covered by Law 170/2010 or Law 68/99</p> | <p>The Fondazione E. Mach operates in compliance with the legislation in force concerning fixed-term contracts. Candidates are invited to state whether they belong to the categories referred to in Law No. 170 of 8 October 2010 (people with specific learning disorders (SLD) or in Law No. 68/99 (persons with disabilities or categories referred to in Article 18), and to indicate this in the application form.</p> |
| <p>Company welfare and benefits at current date</p> | <ol style="list-style-type: none"> 1. Family Audit certified company, with flexible working time and human resources management policy, for the wellbeing of the employees and their families; 2. Gender Equality Plan (GEP) that promotes gender equality through a process of structural change; 3. In-house dining hall in San Michele all'Adige, as well as a payment card for meals taken in registered non-company facilities, with the value of Euro 7.00 per meal; 4. Free car park within the San Michele all'Adige campus and at the peripheral locations; 5. Free "Education Roaming (Eduroam)" WiFi on the San Michele all'Adige campus (90% coverage) and in facilities of other entities affiliated with GARR for the Wi-Fi service; 6. Employee discount for the purchase of products from the Edmund Mach Winery sales point; 7. Staff sports club, with discount for members and promotions of sport-recreational activities (on-campus gym); 8. Internal market of agri-food products prepared by the Fondazione students. |
| <p>Model of Organization, Management and Control (MOG) and Plan for Prevention of Corruption and Transparency (PPCT)</p> | <p>With resolution of the Board of Directors of FEM n. 1 dated 26/05/2015, the Model of Organization, Management and Control (MOG) was adopted on the basis of d.lgs. 231/2001 (regulation of the administrative liability of legal persons, companies and associations even without legal personality, according to Article 11 of the law 29 September 2000, n. 300) integrated with the relevance of the offences considered by Law 190/2012 (provisions for the prevention and prosecution of corruption and illegality in public administration). The Organization and Management Model (MOG) is a set of behavioural rules calibrated on the criminal risk that characterizes the entity or functions it consists of and must provide the measures to ensure the conduct of business in compliance with the law, Identifying and removing risk situations in a timely manner. The system also provides for the establishment of an internal control body at the institution with the task of monitoring the operation and compliance with the model and ensuring its updating. The Corruption Prevention and Transparency Plan (PPCT) complements the Model ex d.lgs. 231/2001 with measures aimed at preventing also the phenomena of corruption and illegality in coherence with the aims of the L. 190/2012.</p> |
| <p>Regulation FEM Code of Values and Behaviour</p> | <p>The Code of Values and Behaviour sets out the Fondazione's reference values and defines the resulting behaviour to be followed by the recipients, directors, auditors, members of other statutory bodies of the Fondazione, Employees, project staff and employees of other private entities made available to the Fondazione. It also calls for a system of sanctions for behaviour in breach of the rules of the Code.</p> |
| <p>Privacy Policy</p> | <p>In accordance with Article 13 of the EU General Data Protection Regulation 2016/679 ("GDPR" or "Regulation"), and in general with the principle of transparency set out in the Regulation, the Fondazione E. Mach provides information on the processing of personal data at the webpage "Privacy Policy". The candidate takes full responsibility for all the information included in their application form and curriculum vitae. The Fondazione reserves the right to require that the</p> |

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| | <p>candidate considered suitable for the post shall offer documentary proof of the qualifications they have listed.</p> |
| <p>English translation validity</p> | <p>The English translation of this announcement shall be understood to be exclusively an indicative version for explanatory purposes. In any disputes that should arise between the parties in relation to the interpretation, implementation and/or validity of this announcement, the Italian version shall prevail.</p> |

This Recruiting Announcement is issued in compliance with equal opportunities between men and women for access to employment, pursuant to Legislative decree no. 198 of 11 April 2006 "Code of equal opportunities between men and women, pursuant to Article 6 of Law no. 246 of 28 November 2005".
The candidate identifies their gender prior to the tests and/or interview.

For any matters not covered by this Recruitment Announcement, reference should be made to "[Procedure for the recruitment of human resources at the Fondazione Edmund Mach](#)".

Mario Del Grosso Destrieri
General Director
Fondazione E. Mach