

SHORT NOTICE

ANNOUNCEMENT OF PUBLIC SELECTION FOR N. 1 RESEARCH CONTRACT

Description

The Scuola Normale Superiore announces a selection, based on work to date, for n. 1 research contract for carrying out the following research activities: *Archival research, transcription and bibliography work on 16th Century English wills, to be carried out in archives and libraries in London and Cambridge*. The activity will take place among the research project MIUR PRIN 2017 entitled “*Books in motion. Circulation and Construction of Knowledge between Italy and Europe in the Early Modern Period*” (Code 2017N2P4PZ_002 - CUP: E54I19003580005).

Duration of the contract: 1 month

Gross remuneration, inclusive of all taxes: €678,00

Application deadline: **April 2nd 2021**.

Information about the selection procedure can be found below. Candidates are invited to review the official announcement published on the website of the Scuola Normale (*Avviso*) and to follow exclusively its detailed instructions should they decide to apply.

Requisites

Applications are invited from candidates who have completed a Master's degree in historical disciplines (in accordance with earlier Italian university regulations, or a second-cycle undergraduate degree as per the interdepartmental decree of 9 July 2009).

Candidates who have completed the aforementioned degrees abroad may also apply, if said degrees are recognized as equivalent to Italian degrees.

Additional competence and/or experience relevant to the choice of the researcher:

Expertise in Early Modern British History;

Paleographic skills specifically referred to English historical sources, wills and notary documents of the 16th Century.

How to apply

Candidates with all the aforementioned requisites who wish to participate in the selection process must submit:

- the application, based on the attached model and drawn up on plain paper, signed;
- the photocopy (non-authenticated) of a valid identification document;
- a curriculum vitae containing a detailed description of the studies and professional experience, as well as any other information or experience that the candidate believes may be useful to the evaluation of her/his application, dated and signed.

In order to submit the application and documentation listed above, candidates must use one of the following options:

- candidates can present the application form and documentation directly, during office hours, to the “Ufficio Protocollo” [Documents Registry Office] of the Scuola Normale, located at Via del Castelletto, n. 11, 56126 Pisa (Italy);

- candidates can send the application form and documentation by registered mail with return receipt or by courier to the following address: Scuola Normale - Servizio Archivio, Protocollo e Posta, Via del Castelletto n. 11, 56126 Pisa (Italy). In this case, it is recommended to write on the envelope "Avviso n. 12". Please consider that the documents sent by registered mail with return receipt or courier must be sent by the deadline; The date of the postmark or receipt by post office or courier will be considered as a proof of time of dispatch and documents which will be sent after the deadline will not be considered.
- candidates can send the application form using the electronic mail only if they possess an Italian certified electronic mail address (PEC - Posta Elettronica Certificata). In this case, they should send the application form to the address protocollo@pec.sns.it.

No other delivery method will be accepted.

Administrative information or questions may be addressed to Federica Ercoli (Tel. (0039) 050/509771 – email: federica.ercoli@sns.it) or Paola Guarguaglini (Tel. (0039) 050/509723 – email: paola.guarguaglini@sns.it).

Privacy statement under article 13 GDPR

1 The EU Regulation 2016/679 on General Data Protection Regulation (hereinafter GDPR) is applicable to the personal data provided in this form.

2 The Data Controller is the Scuola Normale Superiore, a public university institute, sited in Piazza dei Cavalieri, 7 Pisa - 56126, in the person of the Director and pro tempore legal representative. The instructed therefore authorized employees appointed to the Servizio Personale dell'Area Affari Generali (email: gestione.personale@sns.it) will process your data together with other employees of the Scuola.

3 Personal data collected within this selection/application procedure are processed to manage it and to ascertain the conditions required by this call (e.g. education/professional titles and Curriculum Vitae), the absence of impediments (e.g. data relating to criminal convictions and offences), and as far as the selected candidates are concerned, to establish the collaboration / work relationship due by the contract and the consequent activities, including the access to the Scuola's structures and facilities (ICT; library, canteen, etc.).

Legal bases to process the provided personal data are article 6 *sub* b) GDPR (to establish a contractual relationship with the School) and article 6 *sub* e) GDPR public interest within the institutional activities of the School, including archiving purposes in the public interest, scientific or historical research purposes or statistical purposes also as aggregate data. Possible personal data belonging to particular categories are provided exclusively if necessary to exercise the candidate's rights (e.g. to ascertain chronic or temporary disabilities in order to access possible benefits during the selection procedure) or to comply with legal obligations under article 9 *sub* b) and h) GDPR.

Personal data will be processed, also with automated tools (software and databases administrated by the Scuola and hosted by the contracting entities in servers sited in Italy like SerSe and CINECA), in compliance with the principles of accountability, lawfulness, fairness, minimization, transparency, integrity, accuracy, confidentiality and proportionality.

4 The collected personal data will be communicated or transferred to the competent offices of the Scuola and to third parties (public and / or private parties) in the context of institutional relations, for the fulfilment of legal obligations or regulations or of contracts, within the services required by the Scuola (e.g. selection procedure commission, institutional databases established by the Ministry and the Public Administration). Personal data could be transmitted or communicated to extra-EU countries only under an adequacy decision or in case of the ascertained existence of proper guaranties to protect data.

Some of the collected personal data (e.g. the results of the selection, or if required by the law, the candidate's CV) could be published in the Official Online Register and on the website of the Scuola whereas stated by the law, Scuola's regulations and/or transparency obligations.

The collected personal data will be processed and stored for strictly necessary time to achieve the purposes for which they have been collected, in any case, the special provisions on the documentation storage by public institutions will be applied.

The data subjects may exercise the following rights:

- to access to personal data, in the cases and in the ways referred to in article 15 GDPR;
- the rectification, erasure or restriction of the processing of personal data, in the cases and conditions referred to in articles 16-18 GDPR; erasure is not permitted for the data included in the documents that must be kept by the Scuola to guarantee transparency in public activities;
- the portability of data, in the cases and in the ways referred to in article 20 GDPR;
- to object to the processing, under article 21 GDPR;
- the right to submit a complaint to the Italian Data Protection Authority.

The aforementioned rights may be exercised by sending a request by email to gestione.personale@sns.it or privacy@sns.it or via certified e-mail (PEC) at protocollo@pec.sns.it. For any further information, please do not hesitate to contact the Data Protection Officer (DPO), email: dpo@sns.it.