

PUBLIC NOTICE FOR THE ASSIGNMENT OF 1 CONTRACT FOR SUPPORTING ADMINISTRATIVE ACTIVITIES WITHIN THE "OPADE" PROJECT

EXPIRES: 02/10/2025

1. OBJECT

The CEINGE Advanced Biotechnologies "Franco Salvatore" Consortium in Naples (Italy) announces a selection aimed at assigning 1 position for supporting administrative activities within the project "OPADE: Optimise and predict antidepressant efficacy for patients with major depressive disorders using multi-omics analysis and AI-predictive tool", funded by the European Commission (call HORIZON-HLTH-2022-TOOL-11).

The selection will take place through the evaluation of the candidates' CVs and a possible interview.

2. DESCRIPTION OF THE REQUIRED PROFESSIONAL PROFILE

The required profile, to which the above professional role will be assigned, is the following:

Minimum requirements

- Master's degree in economics and business or Degree (old university system) in Economics and Business with a final Italian grade equal or greater than 105/110 or equivalent

Preferred requirements

- Chartered Accountant certification
- Ability to use the computer and the main Office package applications (Word, Excel, PowerPoint)
- Administrative and organizational management experience in public or private offices
- Diploma certifying knowledge of business English
- Good knowledge of both written and spoken English

3. EMPLOYMENT EXTENT, CONTRACT TYPE AND FINANCIAL COMPENSATION

For the profile referred to in the above point 2, a collaboration lasting 12 months is required. The salary is Euro 16,000.00

4. SUBMISSION OF APPLICATIONS

The application (drafted according to the format: Annex 1), accompanied by a CV in Europass format, must be received, under penalty of exclusion, by 2:00 pm of October, 2 2025 by certified email to personale@pec.ceinge.unina.it indicating in the subject "Public notice for the assignment of 1 contract for supporting administrative activities within the OPADE project".

5. SELECTION, ASSIGNMENT AND STIPULATION OF THE CONTRACT

The CEO of CEINGE will appoint an ad hoc examination board for evaluating the CVs received. If deemed necessary, the examination board might decide to also interview the candidates. In this case, each candidate will receive, at the address indicated in the application form, with at least three days' notice, communication regarding the date of the interview.

At the end, the examination board will formulate a ranking based on an overall judgment of each candidate, motivated on the basis of the quality of his/her skills and experience, in relation to the tasks to be carried out.

The position will be conferred by the CEO on the basis of the aforementioned ranking.

The selected candidate will be called by the Personnel Office to sign the contract.

Nonetheless, CEINGE reserves the right to not choose any candidate at the end of the procedure, which does not constitute any CEINGE obligation towards the candidates.

CEINGE reserves also the right to extend, suspend or revoke this notice, or part of it, if deemed necessary or appropriate for reasons of public interest.

Pursuant to the laws in force on the matter, the processing of personal data collected is aimed at carrying out the selection procedure and the possible establishment and management of the contractual relationship.

The CEO
Dr. Mariano Giustino
CEINGE – Advanced Biotechnologies “Franco Salvatore”