



Elettra Sincrotrone Trieste

# Legal Assistant - call for applicants with disability pursuant to article 1 of Italian law no. 68/1999

Deadline: 15 January 2021

Ref: EA/20/45

## Company description

Elettra Sincrotrone Trieste is an international multidisciplinary research center operated as a user facility, featuring a 2.0/2.4 GeV, third-generation synchrotron light source (Elettra), a new free-electron laser light source (FERMI) and a variety of support laboratories. The extremely high quality of the machines and beamlines has set new performance records and has been producing results of great scientific and technological interest. See <http://www.elettra.eu> for more information.

## Beamline/Activity/Project description

The Legal and Institutional Affairs Department reports directly to the top management, interacting with administrative, scientific and technical departments in the following activities:

- Overseeing all legal matters for the company (IPR, public procurement, civil law, criminal law, labour law, data protection, etc.);
- Providing legal advice in the day-to-day management of corporate activities, management of legal and regulatory compliance functions;
- Drafting, negotiating and providing advice on contracts and agreements, both in Italian and in English, relating to institutional corporate activities and to commercial corporate activities;
- Drafting of corporate documents (e.g., legal opinions, resolutions and determinations).
- Providing legal support for European Research Infrastructure Consortia and other kinds of international entities in which Elettra Sincrotrone Trieste is involved.

## Job description

The Legal Assistant will be a member of the Institutional Affairs Department and provide legal services to all departments within the organization. This will include, under the direction of the Head of the of the Institutional Affairs Department:

- Providing legal advice in the negotiation, drafting and interpretation of contracts and agreements, both in Italian and in English, relating to institutional corporate activities and to commercial corporate activities;
- Providing legal counsel to senior management;
- Assisting and interacting with colleagues dealing with current business legal-related issues in general;
- Assisting in monitoring and coordinating case-processing activities;
- Maintaining and organizing files, conducting legal research, and drafting documents (e.g., legal opinions, resolutions and determinations);
- Ensuring legal compliance of internal manuals, handbooks, procedures and other related materials;
- Overseeing/updating records in the company document management system of contracts, agreements and other files;
- Ensuring compliance to anti-bribery and transparency legal requirements

### Elettra - Sincrotrone Trieste S.C.p.A.

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[www.elettra.eu](http://www.elettra.eu)

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L. 19 ottobre 1999 n. 370

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- Performing other duties as requested.

## Qualifications

An Italian master degree in Law together with at least 3 years of experience in a Legal Department of a public body or international research organization are required. Having passed the Italian bar examination would be considered a plus.

Proven theoretical knowledge and extensive professional experience of public competitive tender procedures, international contracts' law, prevention of bribery and transparency compliance, data protection legislation, civil and criminal Italian law are required.

A background in drafting and negotiating contracts/agreements at international level is required. Ability to analyze legal questions and prepare legal drafts by assembling and organizing information for legal forms are expected, together with the ability to interact with staff and to work as part of a multi-disciplinary team.

Demonstrated ability to perform under pressure and meeting deadlines while maintaining a positive and professional behavior are expected. Detail-oriented skills, ability to perform multiple tasks at once, flexibility and reliability, effective oral and written communication skills in Italian and in English with all levels of internal staff and external service providers complete the desired profile.

Good knowledge of Microsoft Office Applications, e-mail management software, and of the most common open legal databases (e.g., Normattiva, EurLex) for acquiring information and performing searches is required.

*The candidate must fulfil the requirements laid down in art. 1 of Law 68/1999, referring to disability conditions, which give the right to access the recruitment system through targeted placement ("Collocamento mirato").*

*The appointment envisioned is a permanent position, with level and salary commensurate with the qualifications and previous experience of the candidate. A trial period is expected as per "CCNL Industria metalmeccanica e della installazione di impianti".*

*Applications should include a full curriculum vitae (preferably using the European Curriculum Vitae Format in PDF) signed by the applicant, with the names and contact information (including electronic mail) of at least two professional references.*

*Due to the situation related to the COVID-19 virus, the interviews will be performed through video conferencing.*

The deadline for the submission of the application is January 15, 2021.

In accordance with the provisions of article 21 of the Italian legislative decree no. 39/2013 and in conjunction with article 53 (subsection 16ter) of Italian legislative decree no. 165/2001, employees or former employees of any Italian Public Entity who have exercised authority over Elettra Sincrotrone Trieste S.C.p.A. or have negotiated with Elettra - Sincrotrone Trieste S.C.p.A. within the last three years will be excluded from the present selection procedure.

We thank all applicants in advance.

For more information, please contact Elena Cantori (email: [elena.cantori@elettra.eu](mailto:elena.cantori@elettra.eu)).

To apply for this position please visit the following link:

<https://www.elettra.trieste.it/it/about/careers/working-withus.html?ref=EA%2F20%2F45>

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