



University of Pisa

Direzione del personale

lungarno Pacinotti, 43
Pisa

Samanta Landucci
B2 english course

My job

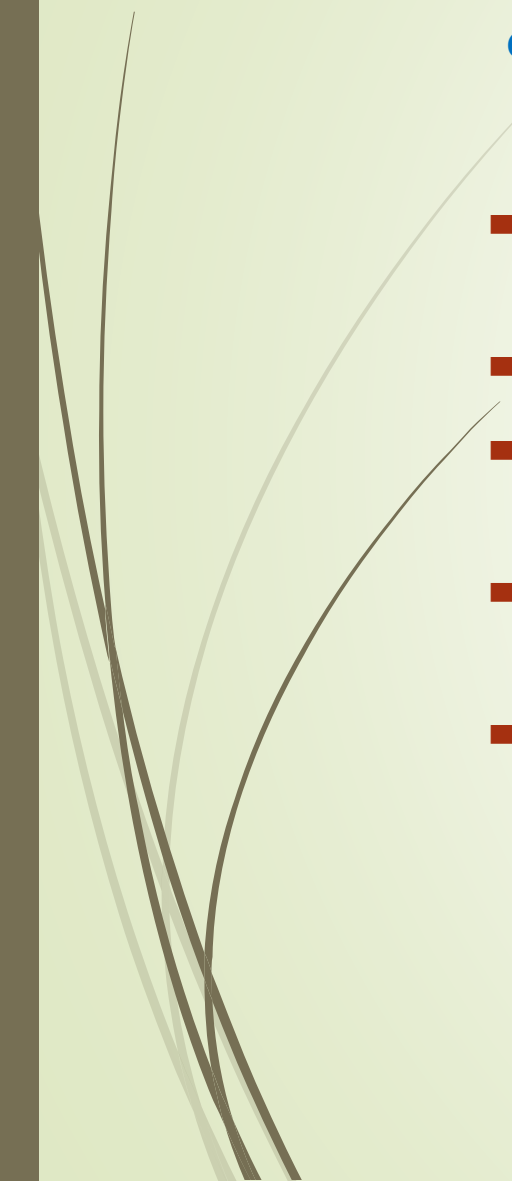


- My name is Samanta, and I have been working at the University of Pisa since 1993, when I was 21 years old.
- I hold a degree in Economics and Business administration and a Master's degree in auditing and internal control, both completed during my professional career.
- I was hired as an administrative assistant. I have always worked in Human Resources, first in the Payroll Office and then in the Recruitment Office. Currently, I work in Human Resources as Administrative Manager (officier) of the Selection and Recruitment Unit for non-academic technical and administrative staff.
- I usually prepare administrative documents, recruitment notices or calls for application and official minutes. I also study recruitment regulations and often attend meetings. Sometimes, I am a member of selection committees.
- I enjoy my job and, above all, I like building relationships with people.



Direzione del personale-presentation

<https://www.unipi.it/ateneo/organizzazione/strutture/direzioni/direzione-del-personale-329999/>

- The “Direzione del personale” is responsible for the legal and financial management of human resources, from recruitment to retirement.
 - It is organized in 9 units.
 - You can get information about recruitment, hiring, contracts, sick leave, time off, payslips, tax deductions, meal vouchers, smart working and welfare.
 - You can request information about both academic staff and technical and administrative staff.
 - This English course group consists of non-academic staff, so I would like to provide you with some useful information.
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Unita' Programmazione e Reclutamento Personale Tecnico Amministrativo, Dirigenti, Cel, Tecnologi e Collaborazioni Esterne → Recruitment non academic staff (my office 😊)

You can ask for information about recruitment procedures for both fixed-term and permanent contracts. You can also request information about calls for applications and application forms.

You can also seek clarification on internal career progression (horizontal and vertical).

<https://www.unipi.it/ateneo/concorsi/personale-ta/>

<https://start.unipi.it/personale-tab/progressioni-di-carriera-e-mobilita/>

Head of the Unit: Samanta Landucci

eMAIL: reclutamentotempodet@unipi.it or concorsi_tecnici@unipi.it



Unità' Amministrazione Personale Tecnico Amministrativo a Tempo Indeterminato e Gestione delle Assenze e Presenze del Personale Tecnico Amministrativo

Gestione Presenze → Attendance Management (o Time & Attendance)

If you need clarification about absences from work, sick leave, leave of absence, or other situations, you can contact this office. You can also ask for information about meal vouchers and the “Portale Zucchetti”.

<https://start.unipi.it/personale-tab/orario-permessi-e-congedi/>

Head of the unit: Chiara Viviani

Mail: gestionepresenzegpres@unipi.it



and.Gestione Giuridica → Administrative Management non academic staff

If you need information about employment contracts, career progression, part-time work, positions of responsibility, or the end of employment, this is the right office.

<https://start.unipi.it/personale-tab/gestione-del-rapporto-di-lavoro/>

Head of the unit: Chiara Viviani

Mail: personaletecnico-amministrativo@adm.unipi.it



Unità retribuzioni

→ Payroll Management (o Compensation Management)

If you need information about your monthly salary, other types of compensation, or tax deductions, you can contact this office.

<https://start.unipi.it/personale-tab/stipendi/>

Head of the Unit: Raffaella Pieri

Mail: retribuzioni-monitoraggio@adm.unipi.it

Other offices in the Direzione del personale

- ▶ Training (Learning & Development)
- ▶ Recruitment of academic staff
- ▶ Academic staff management
- ▶ CSA – monthly payslip & CU
- ▶ Pension management (Retirement management)

THANK YOU FOR YOUR ATTENTION

Samanta

