

# Manifesta 12

## Palermo

### HR Consultant

### Expression of Interest

FM12 is a private foundation set up by the Municipality of Palermo to realize Manifesta 12, the European Biennial of Contemporary art in 2018.

This Foundation is seeking a Human Resources consultant (Consulente del lavoro). Professionals interested in the position have to meet the legal requirements and prove to be specifically experienced in assisting private and public cultural foundations or similar entities that operate in the dissemination of the arts, culture, music, and show business. The consultant will sign a fixed-term contract.

The recruited expert shall advise the Foundation in all the issues related to the Human Resources, maintain the obligatory records, prepare and follow the formal procedures for the recruitment of personnel, fulfil related obligations, elaborate the monthly paychecks and the relative fulfillments (DM10). She/he shall also advise and assist the Foundation in all its interactions with relevant offices and authorities.

The Foundation reserves the right to amend/integrate the contract to meet any needs it may have with due regard to the rights of the employee.

The minimum conditions required to apply for the position are:

- EU citizenship;
- Full civil and political rights;
- University degree;
- Qualification as chartered accountant;
- Registration with the Board of Human Resources Consultants (Albo dei Consulenti del Lavoro);
- Good knowledge of Italian and English.

Preference will go to applicants having the following qualifications:

- At least three years of experience as a consultant for public/private complex entities, agencies, or foundations;
- At least three years of experience as a consultant for companies/entities operating in the art or cultural sector.
- Good expertise in digital management systems.

The application form shall include:

- Application form attached to this call;
- CV;

All the required documents must be sent by certified e-mail (PEC) to the following address: [manifesta12@pec.it](mailto:manifesta12@pec.it) no later than the 30<sup>th</sup> of June 2016 at midnight.

The selection procedures are available in the website.

Palermo, 20 June 2016