

ORDEM DOS PSICÓLOGOS PORTUGUESES

Advertisement n.º 252/2010

Ordinary Competition Procedure for Fixed Term Administrative Position

1 — Pursuant to Article 29 of Ministerial Order 83-A/2009 of the 22nd January, and for all intents and purposes, it becomes public that, following deliberation by the Foundation Committee, on the 17th December 2009, an ordinary competition procedure is declared open, for 10 working days to be counted from the publication of this notice in the *Diário da República*, for the fixed term employment of an administrative clerk, to perform various administrative duties relating to the operation of the Ordem dos Psicólogos Portugueses, at the National Head Office, in Lisbon.

2 — The competition procedure aims to set out the requirements of the department, pursuant to Article 6 (2) of Law 12—A/2008 of the 27th February.

3 — Duties:

- a) To answer the telephone and/or provide customer support, preferably at a Helpdesk in the IT division;
- b) To organise and classify documents;
- c) To provide Reception cover;
- d) To register Portuguese Psychologists.

4 — Academic qualifications and professional experience required:

- a) Completion of Year 12 of schooling;
- b) A minimum of 2 years' work experience performing the duties mentioned in a), b) and c) in paragraph 3 above;
- c) Information Management level training;
- d) Good database management and maintenance skills;
- e) Good knowledge of software development and programming;
- f) A solid knowledge of Information Management Training Skills and practical computer use of Word, Excel, Power Point, Visio, Project and Access.
- g) Organisational skills;
- h) Autonomy in performing the duties assigned.

5 — All applications must be submitted on the appropriate application form available on the OPP's website www.ordemospsicologos.pt, which must be duly signed and dated and accompanied by the documents mentioned in Article 28 of Ministerial Order 83-A/2009:

- a) Application form accompanied by a signed and dated Curriculum Vitae and all the necessary support documents, to be sent by post in a sealed envelope, indicating on the outside of the envelope "Competition Procedure for the Recruitment of Administrative Clerk for the OPP", which must be sent by registered post with acknowledgement of receipt to the OPP's address - Travessa da Trindade, n.º 16, 5.º A, 1200 -469 Lisbon, whereby in order to verify the compliance of the deadline, the date stamped by the post office shall be deemed valid.
- b) Applications may also be submitted in person, in a sealed envelope, stating on the outside "Competition Procedure for the Recruitment of Administrative Clerk for the OPP" to the same address, during the following hours: 9 am – 12.30 pm and 2 pm – 5.30 pm.
- c) Applications by e-mail are also accepted until the deadline, to the following address: secretariado@ordemospsicologos.pt.

6 — Given the urgency of this recruitment, due to the need to provide the Foundation Committee of the Ordem dos Psicólogos Portugueses with all the necessary working conditions to fulfill their duties which are laid down in the Statute, the procedure shall take place by using the phased selection method, pursuant to Article 8 of Ministerial Order 83-A/2009 of the 22nd January.

7 — Considering the urgency of this recruitment, and pursuant to the power foreseen in Article 53 (4) of Law 12-A/2008 and Article 6 (1) and (2) of Ministerial Order 83-A/2009, it is proposed that only one method of mandatory selection is adopted and one method of optional selection:

Curricular Assessment (AC);
Professional Selection Interview (EPS).

a) The Curricular Assessment (AC) shall result from the sum of the scores given to: Basic Academic Qualifications (HA), Professional Training (FP) and Professional Experience (EP), taking into account the respective evaluation factors, which shall translate into the following formula:

$$[AC = 0,35 (HA) + 0,25 (FP) + 0,40 (EP)]$$

whereby:

HA — Academic Qualifications;
FP — Professional Training;
EP — Professional Experience.

b) The Professional Selection Interview aims to objectively and systematically assess the professional experience and behavioural aspects shown during the interview between the interviewer and the candidate, namely those relating to communication and interpersonal relationship skills.

c) The Final Score (CF), from 0 to 20 points, shall be calculated by applying the following formula:

$$CF = 70 \% AC + 30 \% EPS$$

8 — Candidates are excluded if they do not attend any one of the selection methods or fail to achieve a score higher than 9.5 points in one of the selection methods, whereby the following assessment method is not applied.

9 — The interview selection panel, in accordance with Article 21 of Ministerial Order 83 -A/2009, of the 22nd January is comprised of the:

President — Telmo Ventura Mourinho Baptista, President of the Order's Foundation Committee.

Permanent Voting Members:

1st Voting Member: Samuel Silvestre Antunes, member of the Order's Foundation Committee.

2nd Voting Member: Francisco José Miranda Rodrigues, member of the Order's Foundation Committee.

Alternate Voting Members:

1st Voting Member: Nélia Maria Gonçalves Rebelo da Silva, member of the Order's Foundation Committee.

2nd Voting Member: Jorge Manuel Pargana Gravanita, member of the Order's Foundation Committee.

The chair of the interview panel, in his absence shall be replaced by the first permanent voting member.

Voting members shall be replaced in their absence by alternate Voting members.

10 — The minutes of the panel, where the assessment criteria and respective evaluation of each of the methods to be used, the grading chart and the final assessment system, shall be provided to candidates whenever they request them.

11 — The final list showing the order of the candidates shall be published on the OPP website (www.ordemospsicologos.pt), on a suitable date after the selection methods have been applied.

12 — Salary level: The positioning of the recruited employee in one of the paid positions of the category is subject to negotiation with the OPP, which shall take place immediately after the termination of the competition procedure.

13 — In compliance with Article 9 sub-heading h) of the Constitution of the Portuguese Republic, "the Public Administration body, as an employer, actively promotes an equal opportunity policy between men and women in the access to jobs and professional progression, and strictly endeavours to avoid any form of discrimination".

14 — Pursuant to Article 19 (1) of Ministerial Order n.º 83 -A/2009, of the 22nd January, this notice shall be published in the *Diário da República*, on the OPP website (www.ordemospsicologos.pt), and an extract published in a national newspaper, within three working days from the same date.

17th December 2009. — President of the Foundation Committee,
Telmo Ventura Mourinho Baptista. 202748811