

**Advertisement nº 253/2010**  
**Ordinary competition procedure for fixed term**  
**administrative position**

1 — Pursuant to Article 19 of Ministerial Order 83 -A/2009, of the 22<sup>nd</sup> January and for all intents and purposes, it becomes public that, following deliberation by the Foundation Committee, on the 17<sup>th</sup> 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 Regional Office of the North, based in Porto:

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 27<sup>th</sup> February.

3 — Duties:

- a) Reception cover;
- b) Answering the telephone;
- c) Organising and classifying documents;
- d) Registering Portuguese Psychologists;
- e) Providing support to the Accounts department.

4 — Academic qualifications and professional experience required:

- a) Completion of Year 12 of schooling;
- b) A minimum of 5 years' work experience performing administrative duties;
- c) Good knowledge of accounting;
- d) Solid computer skills and experience in providing support to users;
- e) Organisational skills;
- f) Autonomy in performing the duties assigned.

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

a) The application form must be accompanied by a signed and dated Curriculum Vitae and all the necessary support documents and sent by registered post with acknowledgement of receipt in a sealed envelope, indicating on the outside of the envelope "Competition Procedure for the Recruitment of an Administrative Clerk for the OPP" 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 an 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 may also be submitted by e-mail until the deadline, to the following e-mail address: [secretariado@ordemdospsicologos.pt](mailto:secretariado@ordemdospsicologos.pt).

6 — Given the urgency of this recruitment, due to the need to provide the Foundation Committee of the Ordem dos Psicólogos 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 22<sup>nd</sup> 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 mandatory

selection method 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 (EPS) aims to objectively and systematically assess the professional experience and behavioural aspects shown during the interview between the interviewer and the interviewee, namely those relating to communication and interpersonal 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 shall be 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 22<sup>nd</sup> January is comprised of:

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

Permanent Voting Members:

1<sup>st</sup> Voting Member: Samuel Silvestre Antunes, member of the Foundation Committee of the Order.

2<sup>nd</sup> Voting Member: Francisco José Miranda Rodrigues, member of the Foundation Committee of the Order.

Alternate Voting Members:

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

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

In his absence, the Chair of the interview panel shall be replaced by the first permanent voting member.

Permanent 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 used, the grading chart and the final assessment system, shall be provided to candidates whenever they request them.

11 — The final classification list of the candidates shall be published on the OPP website ([www.ordemdospsicologos.pt](http://www.ordemdospsicologos.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 83 – A/2009 of the 22<sup>nd</sup> January, this notice shall be published in the *Diário da República*, on the OPP website ([www.ordemdospsicologos.pt](http://www.ordemdospsicologos.pt)), and an extract shall be published in a national newspaper within three working days from the same date.

17<sup>th</sup> December 2009. — The President of the Foundation Committee,

*Telmo Ventura Mourinho Baptista.*

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