

Advertisement nº 8487/2009
Ordinary competition procedure for fixed term
Secretarial position

1 — Pursuant to Article 19 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 10th July 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 a secretary to provide support to the President and other members of the Foundation Committee, in secretarial duties, public relations and institutional contacts.

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 provide secretarial support and assistance to the Foundation Committee of the OPP;
- b) To schedule meetings and manage the diaries of Foundation Committee;
- c) To establish national and international contacts with official and professional entities and bodies;
- d) To prepare meetings;
- e) To write minutes of meetings;
- f) To perform the administrative organisation of data support;
- g) To manage the filing system;
- h) To organise events.

4 – Academic qualifications and professional experience required:

- a) A Degree in Secretarial Studies or Human and Social Sciences;
- b) A minimum of 5 years' experience as a Board Secretary;
- c) Planning and organisational skills;
- d) Autonomy in performing the duties assigned;
- e) Solid computer knowledge and skills;
- f) Proven experience in public relations and contact with the media;
- g) Proven experience in administrative organisation and filing;
- h) Good knowledge of English, French and German.

5 — Applications must be submitted on the appropriate application form available on the OPP website 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 a Secretary 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 a Secretary for the

OPP" to the same address, during the following hours 9 am – 1 pm and 2 pm – 6 pm.

c) Applications may also be submitted by e-mail until the deadline, to the following e-mail address: 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 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 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 22nd January is comprised of:

President — Telmo Ventura Mourinho Baptista,
President of the Foundation Committee of the Order.
Permanent Voting Members:

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

2nd 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 showing the order of the candidates shall be published on the OPP website (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 22nd January, this notice shall be published in Bolsa de Emprego Público (www.bep.gov.pt) on the first working day after its publication in the *Diário da República*, on the OPP website (www.ordemdospsicologos.pt), and, an extract published in a national newspaper within three working days from the same date.

10th July 2009. — The President of the Foundation Committee, *Telmo Ventura Mourinho Baptista*.

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