

Advertisement nº 8488/2009

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 the 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 an administrative clerk, to perform various administrative duties relating to the operation of the Ordem dos Psicólogos Portugueses:

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

3 — Duties:

- a) To register Portuguese Psychologists;
- b) To organise and classify documents;
- c) To organise and maintain the filing system;
- d) To provide support to the Accounts Department
- e) To classify documents;
- f) To provide support at the Helpdesk in the IT division.

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 practical computer user skills and experience in providing support to users;
- e) Organisational skills;
- f) Autonomy in performing the duties assigned.

5 — 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) The application form 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 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 Administrative Clerk for the OPP" to the same address, during the following hours: 9 am – 1 pm and 2 pm – 6 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 interviewee, 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 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:

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 classification list 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° 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. — President of the Foundation Committee,
Telmo Ventura Mourinho Baptista.

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ORDEM DOS PSICÓLOGOS PORTUGUESES

Notice n° 22406/2010

Pursuant to Article 36 (6) of Ministerial Order 83-A/2009 of the 22nd January, and for all intents and purposes, following approval, the final classification list for the ordinary competition procedure for the fixed term employment of a Secretary by the Ordem dos Psicólogos Portugueses, is hereby made public, a procedure that was published in Advertisement n° 8487/2009 in the 2nd Series of the *Diário da República*, n° 215, on 05/11/09.

Final Classification List

Name	Final Score
Alexandra Maria Martins Caldas Diniz.....	15.65
Maria da Conceição Lourenço de Brito.....	13.10
Cátia Cristina Soares Almeida.....	(b)
Maria Filomena Dias Reis Gonçalves.....	(b)
Mafalda Isabel Patacas de Almeida Silva.....	(a)
Nuno Vasco Marques Simões Aldeia.....	(c)
Paula Cristina Martinho Caldeira Gomes de Almeida Brioso	(a)
Raquel Filipa Simões Sinhogas.....	(b)

- (a) Excluded in the assessment of candidates' phase.
- (b) Excluded due to failure to obtain minimum score for curricular assessment.
- (c) Excluded due to failure to attend professional interview.
- (d) Excluded due to failure to obtain minimum score in professional interview.

This list is affixed at the head office of the Ordem dos Psicólogos Portugueses and may be viewed on the website, pursuant to that set forth in Article 36 (6) of Ministerial Order 83-A/2009, of the 22nd January.

In compliance with that set forth in paragraph 4 of Article 36 of Ministerial Order 83-A/2009 of the 22nd January, we hereby use this means to notify candidates, including those who were excluded upon application of the selection methods, of the approval of the final classification list.

Lisbon, 26th October 2010. – The President, *Telmo Mourinho Baptista.*

Notice n° 22407/2010

Pursuant to Article 36 (6) of Ministerial Order 83-A/2009 of the 22nd January, and for all intents and purposes, following approval, the final classification list for the ordinary competition procedure for the fixed term employment of three senior technical officers for the area of Psychology, by the Ordem dos Psicólogos Portugueses, is hereby made public, a procedure that was published in Advertisement n° 8486/2009 in the 2nd Series of the *Diário da República*, n° 215, on 05/11/09.

Final Classification List

Name	Final Score
Sarah Margaret Taborda Maria Freire.....	18.32

Liliana Manuela Pinto Pereira.....	17.90
Edite Maria Fonseca Queiroz.....	16.87
Matilde Batalha Camilo.....	16.20
António César Caiadas Quinta.....	15.72
Joana de Melo e Castro Almeida Batista.....	15.50
Isabel Maria Branco Botelho Rodrigues Sardo.....	15.22
Patrícia Sofia dos Santos Ramos.....	13.12
Adelaide Pinheiro Campos Cunha Vieira.....	(a)
Alice José Batista Mendes.....	(b)
Ana Catarina Soares de Azevedo.....	(b)
Ana Filipa Guedes Espanedo.....	(a)
Ana Paula Fernandes de Azevedo.....	(b)
Ana Paula Gonçalves dos Santos Lima.....	(a)
Ana Cláudia Cardoso Honrado.....	(a)
Ana Manuela França Nunes Ruivo Horta.....	(b)
Ana Miguel.....	(c)
Ana Patrícia Vieira de Sousa.....	(a)
Ana Cláudia Pires Pereira.....	(b)
Ana Catarina Oliveira Ramos.....	(b)
Ana Rita Bernardino Teodoro da Cruz.....	(a)
Ana Raquel Rebelo dos Santos.....	(b)
Andreia Filipa de Andrade Ferreira.....	(b)
Andreia José Galheto Mourão.....	(b)
Andreia Liliana Gonçalves Silva.....	(b)
Carla Alexandra Vilaça da Silva Margarido Nunes.....	(b)
Catarina Alexandra Rolaça Jarego.....	(b)
Catarina Maria Monteiro Morais Troncão Santos.....	(b)
Cátia Alexandra Nogueira Dinis.....	(a)
Cláudia Raquel Leal de Bettencourt.....	(b)
Cristiana Vizeu Pinheiro Vaz Osório.....	(a)
Cristina Maria Silva Simões.....	(b)
Daniela Carneiro Soares Meireles Neto.....	(b)
Dui Kafure da Rocha.....	(b)
Eduarda Maria Pimentel Marques Rodrigues.....	(b)
Eduardo Henrique Coelho Moos.....	(b)
Filipa Cassiano Marques Pereira.....	(b)
Inês Andreia dos Santos Colchete Analecto Rito.....	(a)
Inês Alexandra Maria Antunes.....	(b)
Isabel Maria Martins Lourenço.....	(b)
Joana Isabel Themudo Fernandes.....	(b)
Joana Alexandra Ribeiro Lopes da Silva.....	(b)
Maria Emília Guimarães Ferreira Lobo da Graça.....	(b)
Maria Helena Figueira Vieira Pimentel de Matos.....	(b)
Maria João de Sá Gomes.....	(a)
Maria João Perdigão Velez.....	(b)
Marco André de Melo Martins.....	(b)
Miguel Basto Pereira.....	(b)
Miriam Salomé Morais Ventura.....	(b)
Nathalia Morais Ferreira Leite.....	(b)
Niura Helena Tavares Soares Severo.....	(a)
Nuno Miguel Alves de Miranda.....	(b)
Patrícia Catarina Machado Jerónimo Ribeiro Peres.....	(b)
Patrícia Valongo.....	(a)
Paula Marina Gomes da Costa.....	(a)
Pedro Alexandre Duarte Fernandes.....	(b)
Raquel Sousa Esteves.....	(b)
Renata Margalho.....	(b)
Sam Hadji Cyrous.....	(b)
Sandra Isabel Mendes Gomes.....	(b)
Sandra Isabel dos Martires Rosa.....	(b)
Sara Sofia Teixeira de Sousa Moreira.....	(b)
Sónia Patrícia Candeias Lourenço Anjos.....	(b)
Soraria Marisa Antunes Varela.....	(b)
Vera Maria Costa Moreira.....	(b)

- (a) Excluded in the assessment of candidates' phase.
- (b) Excluded due to failure to obtain minimum score for curricular assessment.
- (c) Excluded due to failure to attend professional interview.
- (d) Excluded due to failure to obtain minimum score in professional interview.

This list is affixed at the head office of the Ordem dos Psicólogos Portugueses and may be viewed on the website, pursuant to that set forth in Article 36 (6) of Ministerial Order 83-A/2009, of the 22nd January.

In compliance with that set forth in paragraph 4 of Article 36 of Ministerial Order 83-A/2009 of the 22nd January, we hereby use this means to notify candidates, including those who were excluded upon application of the selection methods, of the approval of the final classification list.

Lisbon, 26th October 2010. – The President, *Telmo Mourinho Baptista.*

Notice nº 22408/2010

Pursuant to Article 36 (6) of Ministerial Order 83-A/2009 of the 22nd January, and for all intents and purposes, following approval, the final classification list for the ordinary competition procedure for the fixed term employment of an Administrative Clerk by the Ordem dos Psicólogos Portugueses, is hereby made public, a procedure that was published in Advertisement nº 8488/2009 in the 2nd Series of the *Diário da República*, nº 215, on 05/11/09.

Final Classification List

Name	Final Score
Esmeraldina Manuel Miranda Contramestre.....	18.90
Sandra Cristina da Silva Ferreira.....	16.75
Vasco Abílio Rosas Moreira.....	15.92
Elsa Maria Loureiro Pereira.....	14.75
M ^ª Luz Filipe de Jesus Lopo.....	13.00
Nuno Vasco Cruz de Almeida Franco.....	13.00
Ana Paula Barreiro da Silva Pacheco.....	c)
Augusto José Queirós Teixeira.....	a)
Cátia Damiana Esteves dos Santos.....	a)
César Miguel Bettencourt Passos.....	a)
Cláudia Maria Gellweiler Godinho.....	b)
Cláudia Soares Martins.....	b)
David Ricardo Mourato Garcia Sequeira Alves.....	a)
Dina Carla Mesquita Adão.....	b)
Dóris Cunha.....	a)
Fedra Susana Romba Lapão Vieira.....	b)
Fernanda Maria Antunes Soares da Costa.....	b)
Gabrielle Costa Pimpão.....	a)
Henrik Boogert.....	a)
Inês Maria Teixeira.....	c)
Isabel Alexandra da Costa Morbey Soto.....	a)
Ivone Cláudia Oliveira Gonçalves.....	b)
Joana Pereira Duarte.....	b)
Joana Barreiros Leal Pereira.....	b)
Maria João Pires Alves Amaral de Almeida.....	a)
Maria José da Costa Gonçalves.....	b)
Marco Aurélio da Silva Gonçalves Padrão.....	b)
Marisa Alexandra Vicente Parreira.....	b)
Neide Andreia Brízida Barros Mota.....	b)
Nuno De Cardoso e Romano.....	a)
Paula Cristina Martinho Caldeira Gomes de Almeida Brioso	a)
Sara Patrícia Ribeiro Campo Grande.....	b)
Sílvia Alexandra Pereira Martins Rebelo.....	b)
Sónia Alexandra Cardoso Fonseca.....	b)
Sónia Cristina Bicho Pires Rodrigues.....	a)
Susana Helena Guimarães Felix de Aguiar.....	a)

- (e) Excluded in the assessment of candidates' phase.
- (f) Excluded due to failure to obtain minimum score for curricular assessment.
- (g) Excluded due to failure to attend professional interview.
- (h) Excluded due to failure to obtain minimum score in professional interview.

This list is affixed at the head office of the Ordem dos Psicólogos Portugueses and may be viewed on the website, pursuant to that set forth in Article 36 (6) of Ministerial Order 83-A/2009, of the 22nd January.

In compliance with that set forth in paragraph 4 of Article 36 of Ministerial Order 83-A/2009 of the 22nd January, we hereby use this means to notify candidates, including those who were excluded upon application of the selection methods, of the approval of the final classification list.

Lisbon, 26th October 2010. – The President, *Telmo Mourinho Baptista*.