



CONSULADO-GERAL DO BRASIL EM SÃO FRANCISCO

NOTICE OF EMPLOYEE SELECTION AND RESERVE REGISTRY PROCESS # 1/2024, OF JANUARY 29, 2024

The Selection Committee appointed by the Consul General of Brazil in San Francisco makes it public that, under Decree 1,570 of July 21, 1995; and the Order of September 12, 1995, of the Minister of Foreign Affairs, the Consulate General of Brazil in San Francisco is accepting applications for 1 (one) full-time Technical Assistant (Assistente Técnico - AST) for its Trade Promotion Section (SECOM), as well as the establishment of a reserve registry for eventual openings for the same position. The employee selection process shall be guided by the provisions listed hereto.

1. POSITION AND DUTIES

1.1 The Technical Assistant is a mid-level employee locally hired to perform commercial and administrative duties in the commercial area of the Consulate General of Brazil in San Francisco. With a weekly workload of 40 (forty) hours, the employee will perform his/her duties including, but not limited to, those related to export-import promotion, attraction of investments, market analysis, business intelligence, trade statistics, and economic issues in general.

The duties of Technical Assistant (AST) to be performed at SECOM demand of the candidate:

- 1.1.1. higher education degree;
- 1.1.2. measurable training to carry out activities in the field of foreign trade, finance, and investments;
- 1.1.3. experience in the development of market research and economic reports;
- 1.1.4. full proficiency in the usage of text editing programs, spreadsheets, and databases;
- 1.1.5. professional knowledge to operate the foreign trade guide and investment platform "Invest & Export Brazil";
- 1.1.6. carry out operations of "browsers", "FTP", transfer of files, remote access to information sources, among other activities.

2. COMPENSATION AND BENEFITS

2.1 Gross monthly compensation of **US\$ 4,795.39 (four thousand seven hundred ninety-five dollars and thirty-nine cents)**.

2.2 The Technical Assistant and his/her dependents are entitled to full medical and dental insurance, under the collective agreement sponsored by the Consulate General.

2.3 The Technical Assistant is entitled to 15 (fifteen) business days of paid vacations during the first and second working years; 20 (twenty) business days from the third year forward.

2.4 If Brazilian, the Technical Assistant may be enrolled in the Brazilian Social Security system.



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3. HIRING

3.1 This selection process is not a government hiring process and the Technical Assistant position does not characterize as civil servant position or civil service.

3.2 The selected applicant will sign a hiring contract with the Consulate General of Brazil in San Francisco. Employment will follow the State of California and U.S. Federal labor laws in addition to the Brazilian chapter V of Law 11,440, of 12/29/2006 and by Decree 1,570, of July 21, 1995.

3.3 The duration of the contract shall be 1 (one) year, renewable successively, at the discretion of the parties. There will be an initial, paid, probationary period of 3 (three) months.

3.4 The Technical Assistant must complete an 8 (eight) hours daily shift, Monday to Friday, from 8:30am to 5pm, with a half-hour lunch break – 40 (forty) hours of work per week. Exceptionally the Technical Assistant may be required to work a different schedule, entitled to non-financial compensation for overtime.

3.5 The employment contract will be effective from the date of its signature, and will become permanent after approval of the probationary period as provided on item 3.3 of this announcement.

4. REQUIREMENTS

4.1 The applicant must meet the following requirements:

- 4.1.1 if non-U.S. citizen must be in compliance with the U.S. immigration law – (*green card* or *Employment Authorization Document – EAD*) or be a U.S. citizen;
- 4.1.2 be 18 years or older, proven by valid legal document, such as ID card, passport or birth certificate;
- 4.1.3 if Brazilian male, must be up to date with his military service obligations;
- 4.1.4 if Brazilian, must be up to date with his/her electoral obligations (a proper certificate can be obtained on the Superior Electoral Court (TSE) website: <http://www.tse.jus.br/eleitor/certidoes/certidao-de-quitacao-eleitoral>);
- 4.1.5 if Brazilian, present certificate that proves regular situation with the CPF (Cadastro de Pessoas Físicas), which can be obtained on the Receita Federal's website: <https://servicos.receita.fazenda.gov.br/Servicos/CPF/ConsultaSituacao/ConsultaPublica.asp>;
- 4.1.6 provide a diploma of completion of higher education.
- 4.1.7 provide a signed statement acknowledging that this position is not to be considered as a civil service position governed by Brazilian law, and that applicant does not perform civil service in Brazil – template attached to this notice as Exhibit 2;
- 4.1.8 present proof of enrollment in the local Social Security system or impossibility of enrollment due to legal impediment; and,



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- 4.1.9 be physically and mentally fit for the Technical Assistant duties - provide a Pre-Employment Physical note assuring that he/she is physically and mentally able to take on the duties of this position.
- 4.1.10 provide a U.S.A. Criminal Records Check. If Brazilian, must also present a “Certidão de Antecedentes Criminais” obtained through the Federal Police’s website: <https://www.gov.br/pf/pt-br/assuntos/antecedentes-criminais>. Both documents must be valid and issued no later than 3 (three) months;
- 4.2 The documentation requested on items 4.1.1 through 4.1.8 must be presented in its originals **on February 23 and/or 26, 2024**, at the occasion of the second round of the selection process. The documents on items 4.1.9 and 4.1.10 must be presented until 3 days after the publication of the final result.

5. THE APPLICATION PROCESS

- 5.1 Applications will be accepted from **January 29 until February 13, 2024**, subject to possible extension, at the Selection Committee’s discretion.
- 5.2. Applications will only be accepted by email with the presentation of the curriculum/résumé.
- 5.2.1 Recommendation letter(s) can be attached at applicant’s discretion.
- 5.3 Required documentation mentioned on item 5.2 should be submitted by email to adm.sf@itamaraty.gov.br, no later than **February 13, 2024**.
- 5.4 Applications with incomplete documentation or submitted after the date specified on item 5.3 will be rejected.
- 5.5 No information will be provided by phone. All questions must be sent by email to: adm.sf@itamaraty.gov.br, with the following subject: "TECHNICAL ASSISTANT SELECTION PROCESS".
- 2.6 The list of applicants with valid/accepted applications will be posted on the Consulate General’s website (<https://www.gov.br/mre/pt-br/consulado-sao-francisco>) on than **February 14, 2024**.

6. THE SELECTION PROCESS

- 6.1 The selection process will be carried at the Consulate General of Brazil in San Francisco at 300 Montgomery St., Suite 300, San Francisco, CA, 94104; as detailed below:
- 6.1.1 **First Round (eliminary and classification) WRITTEN TEST – On February 16, 2024 from 2pm to 3:30pm PST-Pacific Standard Time.** Only applicants who obtain a minimum grade of 60% in the written test will be approved.
- 6.1.2 The written test, with maximum score of 100 points, will last 1h30 and will consist of questions concerning the area of the Trade Promotion Section.
- 6.1.3 **First round results and list of applicants approved** to move forward to the second round will be published on the Consulate General’s website (<https://www.gov.br/mre/pt-br>)



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[br/consulado-sao-francisco](https://www.gov.br/mre/pt-br/consulado-sao-francisco)) and on the bulletin board of the Consulate General on **February 20, 2024 by 5pm PST**.

- 6.1.4 **Second Round (eliminary and classification) Interview and Documentation – on February 23 and 26, 2024 from 10am to 2pm PST.** Applicants must present all documentation required on item 4.1 for review. Interview will evaluate (a) applicant's fluency in speaking Portuguese and English, as well as (b) their ability for the position duties.
- 6.1.5. List of applicants approved in the second round will be published on the Consulate General's website (<https://www.gov.br/mre/pt-br/consulado-sao-francisco>) and on the bulletin board of the Consulate General on **March 1, 2024 by 5pm PST**.
- 6.1.5 Applicants who are unable to present the original documents required on item 4.1 will be automatically disqualified from the selection process.
- 6.1.6 Failure to attend any round of this selection process will result in the applicant being disqualified.

7. APPEALS

7.1 The applicant will be allowed to appeal for a review of his/her results without suspensive effect against the result of the tests. Appeals must be submitted according to the following schedule:

- 7.1.1 **Appeals regarding first round** results must be submitted by **5pm PST of February 21, 2024**.
- 7.1.2 **Appeals regarding second round** results may be submitted to the Consulate between **March 1 and 2, 2024** and must be received no later than **5pm PST on March 2, 2024**.

7.2 Appeals must be submitted to the Selection Committee by email to the following address: adm.sf@itamaraty.gov.br; with the subject: "SELECTION PROCESS TECHNICAL ASSISTANT - APPEAL".

7.3 Appeals submitted after the deadline or otherwise than as stipulated in this notice will not be accepted.

7.4 The Selection Committee's final decision on appeals will be sovereign.

8. RESULTS AND HIRING PROCESS

8.1 The final result, in rank order, will be published by **5pm PST on March 3, 2024**, at the Consulate General's website (<https://www.gov.br/mre/pt-br/consulado-sao-francisco>) and at the bulletin board of the Consulate General.

8.2 The final grade, for classification purposes, will be the sum of the written exam grade, the interview grade and the analyses of the resume and previous professional experience and educational background.



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8.3 In case of a tie in the final grade of this selection process, the tiebreaker criteria to be applied will be as follows:

- a) highest grade in the written test;
- b) highest grade in the interview.

8.4 The applicant with the highest overall rating will be invited to the Consulate General for hiring process and must bring all the original documentation presented at the interview. The selected applicant shall have a maximum of 15 (fifteen) days from the date of calling to assume his/her duties. In case of non-compliance with the deadline, or withdrawal, another applicant will be called to fill the vacancy, respecting the classification rank.

8.5 This selection process will be valid for 12 (twelve) months, extendable up to 24 months, from the date of its conclusion to the announcement of its final result, on the probable date of **March 3, 2024**. During this period, successful applicants may be called, in accordance with the classification rank in case of withdrawal or non-attendance of the selected applicant or if new vacancies arise in the same job category, either on a temporary or permanent basis.

8.6 Final result of this selection process does not imply hiring of any of the approved applicants but only the possibility of hiring.

8.7 Upon employment contract signing, the selected applicant must present the originals and copies of the documents listed on item 4.1.

8.8 Also upon employment contract signing, applicant must provide a Pre-Employment Physical note assuring that he/she is physically and mentally able to take on the duties of this position.

8.9 If applicant is unable to provide the required documentation, he/she will be disqualified and the position will be filled by the next applicant with the highest score and so on.

8.10 All requirements listed on item 4.1 will be enforced during the entire term of the Technical Assistant contract. For example, if Employment Authorization Document - EAD is revoked for any reason after hiring, the employment contract will be terminated immediately.

9. FINAL PROVISIONS

9.1 The applicant with the highest score will be selected to fill the position of Technical Assistant. Applicant will be notified by email or phone and must appear at the Consulate no later than 15 (fifteen) days from the notification date carrying all original documents required to sign the hiring paperwork. Non-compliance with this will result in disqualification of the applicant and the applicant with the next highest score will be called to fulfill the position.

9.2 Situations not covered herein shall be decided by the Selection Committee.

San Francisco, January 29, 2024.