



*Embassy of the Federative Republic of Brazil*

## **NOTICE OF EMPLOYEE SELECTION PROCESS 01/2025**

The Selection Committee appointed by the Head of Mission of Brazil in Accra announces, under Decree 1,570 of July 21<sup>st</sup>, 1995; and the Ordinance of September 12<sup>th</sup>, 1995, of the Minister of Foreign Affairs, that the Embassy of Brazil in Accra is accepting applications to fill 1 (one) full time position of Administrative Assistant at the Chancery, including the selection of candidates for future vacancies for the same position. The employee selection process will be guided by the provisions listed below.

### **1. POSITIONS AND DUTIES**

An Administrative Assistant is a locally hired employee who performs administrative, secretarial, consular and other tasks at the Embassy of Brazil in Accra. With a weekly workload of 40 (forty) hours, the new employee is expected to perform duties in different sectors of the Embassy, or as assigned by the Embassy.

### **2. SALARY AND BENEFITS**

Gross monthly salary of GHS 13,600.00 (thirteen thousand six hundred Ghana cedis) An Administrative Assistant is entitled to full medical insurance, under the collective agreement sponsored annually by the Embassy. An Administrative Assistant is entitled to 22 (twenty-two) days of paid vacations after each worked year (15 days of annual holidays + 7 days of compassionate leave). If the selected candidate is Brazilian and not allowed to join the local pension system, he/she may apply for enrollment in the INSS (Brazilian Social Security system).

### **3. CONDITIONS OF EMPLOYMENT**

3.1 — The present selection process is not a hiring process for a position in the Brazilian Public Administration and the Administrative Assistant position does not constitute a civil servant job or civil service per se.

3.2 - The selected applicant will sign an employment contract with the Embassy of Brazil in Accra under Ghanaian labor law as well as pursuant 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 contract will be effective from the date of signature after an initial paid 3 (three) month probation period. The duration of the contract will be of 1 (one) year, renewable successively for another 1 (one) year, according to the will of the parties.

3.4 - The Administrative Assistant must fulfill an 8 (eight) hour daily shift, Monday to Friday, between 8:30am and 5:00pm, with a half-hour lunch break - 40 (forty) hours of work per week. Under exceptional or urgent circumstances an Administrative Assistant may be required to work on a different schedule, upon which he/s he will be entitled to non-financial compensation for overtime.



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#### **4. LEGAL REQUIREMENTS**

4. - The applicant must meet the following requirements:

- a) must be at least 18 years of age, proven by a valid legal document, such as ID card, passport or birth certificate;
- (b) if non-Ghanaian, must have the right to reside in Ghana and the legal entitlement to take full-time paid employment in this country;
- (c) must be proficient in written and spoken English; knowledge of Portuguese will be considered an asset.
- (d) must provide a diploma or certificate of completion of Senior High School or, if applicable, higher education;
- (e) must be physically and mentally fit for the Administrative 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.
- (f) must provide a Ghanaian Criminal Records Check. If Brazilian, must also present a "Certidão de Antecedentes Criminais" obtained through the Federal Police webpage: <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 originals of all documents requested in items 4.1.a to 4.1.f must be presented upon signing of the employment contract.

#### **5. JOB DESCRIPTION AND PROFESSIONAL REQUIREMENTS**

##### **5.1 - Primary roles and responsibilities**

- (a) Handling documentation, records, and correspondence;
- (b) assisting in the preparation of reports and official communications;
- (c) secretariat activities of the Chancery
- (d) translations;
- (e) organization of diplomatic and cultural events;
- (f) administrative functions of the Embassy;
- (g) supporting financial and logistical operations;
- (h) providing administrative support to diplomatic staff;
- (i) other similar tasks.



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**5.2- Professional requirements**

- (a) mandatory proficiency in English and, preferably, knowledge of Portuguese;
- (b) excellent written and verbal communication skills;
- (c) good interpersonal skills and ability to work with both Brazilian and Ghanaian staff in planning, executing, and monitoring a wide range of functions;
- (d) computer skills, with knowledge of MS Excel, Word, and web-based applications.

**6. APPLICATION PROCESS (PHASE 1)**

6.1 - Applications will be accepted from **September 1<sup>st</sup>, 2025 until September 15<sup>th</sup>, 2025**, subject to possible extension, at the Selection Committee's discretion.

6.2 - Applications will only be accepted upon presentation of the following:

- (a) application form, completely filled and signed — form attached to this notice as Annex1;
- (b) copy of valid ID (Ghana card, voter card or passport);
- (c) if non-Ghanaian, copy of residence permit and proof of right to work in Ghana;
- (d) copy of certificate of completion of Senior High School and of other diplomas/certificates deemed relevant by the applicant, including higher education degrees;
- (e) *Curriculum Vitae*;
- (f) letter(s) of recommendation (if applicable);
- (g) Ghanaian Criminal Records Check. If Brazilian, must also present a "Certidão de Antecedentes Criminais" obtained through the Federal Police webpage:  
<https://www.gov.br/pf/pt-br/assuntos/antecedentes-criminais>. Both documents must be valid and issued no later than 3 (three) months (or proof of application)
- (h) must provide a signed statement acknowledging that this job is not to be considered as a civil service job governed by Brazilian law and that the applicant does not hold any public post or employment in Brazil (included in the Annex 1);



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- (i) if Brazilian, must provide a signed statement confirming that you do not hold a public position, job or function;
- (j) if Brazilian, must show compliance with voting duties by providing the electoral certificate (certificate can be obtained on the Superior Electoral Court webpage: <http://www.tse.jus.br/eleitor/cenidoes/certidao-de-quitacao eleitoral>);
- (k) if Brazilian, must present certificate that proves regular situation with the CPF (Cadastro de Pessoas Físicas), which can be obtained on the Receita Federal's webpage: <https://servicos.receita.fazenda.gov.br/Servicos/CPF/ConsultaSituacao/ConsultaPublica.asp>
- (l) if Brazilian male, must show proof of discharge from military service.

6.3 - Required documentation mentioned in item 6.2 must be presented exclusively in person by the applicant at the Embassy of Brazil in Accra (1 Templesi Lane, Airport Residential, Accra), from *Monday to Thursday, 10AM to 1 PM or 2 PM to 4 PM* no later than **September 15<sup>th</sup>, 2025**.

6.3 - Incomplete applications or those submitted after the date specified in item 6.1 will be rejected.

6.4 - Any questions regarding the selection process must be sent by email to [admin.acra@itamaraty.gov.br](mailto:admin.acra@itamaraty.gov.br) with the following subject: "ADMINISTRATIVE ASSISTANT - SELECTION PROCESS".

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## **7. SELECTION PROCESS**

7.1 the selection process will consist of the following phases:

- a) Phase 1: Curriculum vitae analysis;
- b) Phase 2: Written test;
- c) Phase 3: Practical skills assessment;
- d) Phase 4: Interview.

### **7.2 Phase 1: Curriculum vitae analysis**

7.2.1 In the curriculum analysis phase, the Selection Committee will assign grades to candidates according to the following criteria:

- a) Academic background (20 points)
- b) Professional training in the field of employment (20 points)
- c) Professional experience (20 points)
- d) Letters of recommendation from previous jobs (20 points)
- e) Knowledge of languages (20 points)

7.2.2 The candidates with the top 20 grades in the curriculum analysis phase will be called to take a written test at the Headquarters of this Embassy. The list of applicants who shall proceed to Phase 2 will be posted on the Embassy's website (<https://www.gov.br/mre/pt-br/embaixada-acra>) on September 16<sup>th</sup>, 2025.

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### **7.3 Phase 2: Written test**

7.3.1 - The written test will be carried out at the Embassy of Brazil in Accra (1, Templesi Lane, Airport Residential, Accra) on **September 17<sup>th</sup>, 2025**.

7.3.2 -. The written test, with a maximum score of 100 points, will consist of 10 (ten) multiple choice questions (30 points), covering English, Logical Reasoning, Portuguese, and General Knowledge, 2 (two) essays (55 points) in English, and one translation from Portuguese to English (15 points). The questions requiring knowledge of Portuguese are not mandatory.

7.3. For the open-ended questions, the applicant will be evaluated according to the following criteria:

- a) Form: domain of formal writing in English;
- b) Content: understanding of the theme and application of the areas of knowledge; ability to conclude with reasonable proposals;
- c) Cohesion and coherence: ability to interpret information and organize arguments; domain of the linguistic mechanisms of argumentation.

7.3.3 - Phase 2 results will be published on the Embassy's website on September 17<sup>th</sup>, 2025. Only the applicants with the top ten grades on the written test will be approved and eligible for Phase 3.

### **7.4 Phase 3: Interview and Practical Skills Assessment**

7.4.1 — The practical skills assessment and Interview will be carried out at the Embassy of Brazil in Accra (1, Templesi Lane, Airport Residential, Accra) on **September 18<sup>th</sup>, 2025**. Phase 3 (Practical Skills Assessment) will consist of 3 different tasks worth a *total* of 100 points. The applicant will be evaluated according to the following criteria:

- a) Skills in operating computer equipment and programs (36)
- b) Ability to research and propose solutions to the problems presented (24)
- 3) Productivity and quality of produced work (30)
- 4) Correction of language (10)





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### **7.5 Interview**

7.5.1 — The interview will evaluate the applicant according to the following criteria:

- a) Domain of Portuguese and English languages (20 points);
- 2) Relevance of academic and professional training in the area of knowledge and related to the selection process (20 points);
- 3) Relevance and coherence of the path taken by the candidate in his professional life related to the area of the selection process (20 points)
- 4) Argumentative capacity, objectivity, and coherence (20 points);
- 5) Availability and professional attitude (20 points).

7.5.2 - Phase 3 results will be published on the Embassy's website on September 19th, 2025.

### **8 APPEALS**

8.1 - The applicant will be allowed to appeal for a review of his/her results without suspensive effect against the results of all the phases of the selection process until 11:59 PM of the weekday following the publication of the results.

8.2 - Appeals must be submitted to the Selection Committee by email to the following address: [admin.acra@itamaraty.gov.br](mailto:admin.acra@itamaraty.gov.br) with the subject: "SELECTION PROCESS - ADMINISTRATIVE ASSISTANT - APPEAL".

8.3 Appeals submitted after the deadline or not in accordance with the provisions of this notice will not be accepted.

8.4 - The Selection Committee's final decisions on appeals are sovereign.

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## **9 FINAL RESULTS AND HIRING PROCESS**

- 9.1 - The final results, in rank order, will be published on the Embassy's website on September 19<sup>th</sup>, 2025.
- 9.2 - The final grade, for classification purposes, will be the total sum of Phases 2 and 3 scores.
- 9.3 - 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 score in Phase 2,
  - b) highest score in Phase 3.
- 9.4 - The applicant with the highest overall score will be required by the Embassy to follow the hiring process and must present all the original documents as listed in item 4.1.
- 9.5 - This selection process will be valid for 12 (twelve) months from the day of the announcement of the final results. During this period, other applicants may be contacted, 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.
- 9.6 - Final results of this selection process do not imply the hiring of any of the approved applicants.
- 9.7 - If the 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.

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**10 CALENDAR**

**Application** (delivery of applications) - from **September 1<sup>st</sup>** ,

**2025 to September 15<sup>th</sup>, 2025.**

**Phase 1** - Internal

**Results of Phase**

September 16<sup>th</sup>, 2025.

**Phase 2**

September 17<sup>th</sup>, 2025.

**Results of Phase 2**

September 17<sup>th</sup>, 2025.

**Phases 3**

September 18<sup>th</sup>, 2025

**Results of Phases 3**

September 19<sup>th</sup>, 2025

**Final Result** - September 19<sup>th</sup>, 2025.

**Selected candidates to present original documents, as well as read and sign employment contract — date to be agreed upon.**

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## **11 FINAL PROVISIONS**

11.1 - Failure to attend any phase of the selection process will result in disqualification of the applicant.

11.2 - The applicant with the highest score will be selected to fill the position of Administrative Assistant. The applicant will be notified by email or phone and must present themselves at the Embassy on a designated date carrying all original documents required to sign the employment contract. Failure to comply with this provision will result in disqualification of the applicant and the applicant with the next highest score will be called to fill the position.

11.3 - Any circumstances not covered herein shall be decided by the Selection Committee.

Accra, September 1<sup>st</sup>, 2025.

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Annex 1 — Item 6.2

**SELECTION PROCESS 01/2025**

**Application Form**

<b>NAME</b>			
<b>ADDRESS</b>			
<b>PHONE</b>		<b>E-MAIL</b>	
<b>DATE OF BIRTH</b>		<b>PLACE OF BIRTH</b>	
<b>NATIONALITY</b>			

I declare:

1. Not to hold a position, job or public function in Brazil;
2. To be aware that the job am applying for is not to be confused with a public job or function governed by Brazilian law;
3. To be aware that, if approved in the selection process, my admission will be conditioned to the presentation of the documents required in the notice, as well as a certificate of physical and mental aptitude for the job, whose costs will be borne by me;
4. To comply with the conditions established by the Public Notice No. 1 of September 1st, which I have read and accepted.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



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**Annex 1 - Item 6.2**

Attachments required:

- ( ) curriculum vitae;
- ( ) copy of identity document;
- ( ) In the case of Brazilians or third-country nationals, proof of regular residence status and legal permission to engage in paid activity;
- ( ) proof of registration with the local or Brazilian social security system, if it is impossible to do so locally;
- ( ) academic training certificate(s);
- ( ) certificate of good background or equivalent
- ( ) other applicable documents

Total number of documents:

Forwarding address: Embassy of Brazil in Accra (1, Templesi Lane, Airport Residential, Accra)