02/16/2023 -

**BRAZILIAN EMBASSY IN HANOI**

**PUBLIC NOTICE 01/2023**

**SELECTION PROCESS FOR HIRING A SERVICE ASSISTANT**

The Embassy of Brazil in Hanoi publishes this Public Notice of the selection process for hiring 1 (one) Service Assistant (cook) for the Official Residence of this Diplomatic Representation, pursuant to Decree No. 1,570, of 21 of July 1995, and the Ordinance of the Minister of Foreign Affairs, of September 12, 1995, and in accordance with the rules of this Public Notice.

2. THE VACANCY

2.1. There is 1 (one) vacancy for Service Assistant. The Service Assistant to be hired will perform general service tasks, notably those concerning the function of cook / “chef de cuisine” of the Official Residence of the Embassy of Brazil in Hanoi.

3. CANDIDATE REQUIREMENTS

3.1. Candidates must:

3.1.1. Be of legal age;

3.1.2. Have at least 5 (five) years of proven experience as a cook;

3.1.3. Have a good command of Vietnamese and international cuisine. Knowledge of Brazilian cuisine is not a requirement, but will be well evaluated;

3.1.4. Be less than 60 (sixty) years old on the opening date of the selection process;

3.1.5. Speak English at a level that allows you to understand instructions given in that language and explain your work;

3.1.6. Be proven to be in good physical and mental health, compatible with the exercise of the activity of a cook;

3.1.7. Be available to start work at the end of the public selection process, if selected.

4. REMUNERATION

3.1. The basic salary, the calculation basis for the benefits and obligations provided for in the Vietnamese labor legislation, will be VND 17,000,000 (seventeen million Vietnamese dongs), from which the social security and insurance contributions payable by the contractors will be deducted.

5 . CONTRACT REGIME

5.1. Service Assistant is the employee hired locally to provide general services, defined in the contract. The Service Assistant's labor relations with the Embassy of Brazil in Hanoi are governed by Vietnam's labor and social security legislation.

5.2. This selection process does not constitute a public tender, and the vacancy for Service Assistant does not characterize a public office or public function.

5.3. The hired local assistant will work 40 hours a week, on average to be measured every three months. In the exercise of his attributions, the Service Assistant may be called upon to attend lunches, dinners or other receptions, and the additional weekly hours worked must give rise to hourly compensation in each period of three months.

6. REGISTRATION

6.1. Those interested in applying must forward to the Selection Committee, to the e-mail brasemb.hanoi@itamaraty.gov.br, until March 17, 2023 , the duly completed application form, together with the documentation listed below :

i. curriculum vitae and letter(s) of recommendation provided by previous employer, if any;

ii . copy of identity document proving the minimum age of 25 years;

iii . criminal record certificate issued by the Police Department of the Socialist Republic of Vietnam;

iv . if Brazilian or third-country national, proof of regular residence status and legal permission to carry out paid activity in Vietnam;

v. if Brazilian, statement that you are aware that the job you are applying for is not to be confused with a job or public function governed by the Brazilian legal system (contained in the application form);

saw. if Brazilian, electoral discharge certificate;

vii . if Brazilian, declaration that you are not an active public servant and that you do not receive remuneration from the Brazilian government (contained in the registration form); It is

viii . if Brazilian male, document proving regularity in Brazilian military service.

6.2. Documents submitted after the deadline or incomplete will not be considered. Only candidates who present all the documentation requested in item 5.1 will be considered eligible.

7. SELECTION PROCESS

7.1. 1st Phase. CVs will be selected, taking into account skills, education and professional experience. The Selection Committee reserves the right, based on the documentation presented, to deny the application of the candidate whose qualifications it does not deem compatible with the position offered.

7 .2. 2nd Phase. Candidates whose resumes are selected will be called for an interview, after which those approved in this stage may be called for the practical test. The interviews and the practical test will be carried out in the probable period from April 3 to 7, 2023.

8. RESULT OF THE SELECTION PROCESS.

8.1. The result of the selection process will be released, in principle, on April 15, 2023 through the Embassy's website.

8.2. The selection process is valid for 12 (twelve) months from the publication of the result. During this period, the approved candidates may be called, respecting the ranking order, if new vacancies arise in the same job category, whether on a temporary or permanent basis.

8.3 After the announcement of the result, the candidate classified in 1st place will be called by the Selection Committee to present himself, with the certificate of physical or mental aptitude for the function.

9. HIRING.

9.1. The successful candidate will be hired after the announcement of the final result of the selection process. It will, however, be conditioned to the delivery of the necessary documentation.

10. GENERAL PROVISIONS.

10.1. The application for registration implies knowledge and acceptance, by the candidate, of all deadlines and norms established by this announcement. Any candidate who makes a false or inaccurate statement, or who does not meet the conditions required in this notice, may be disqualified at any time.

10.2. The dates provided for in this Announcement may change, at the discretion of the Selection Committee.

10.3. Any changes to the terms of this Notice will be published on the website of the Embassy of Brazil in Hanoi, at http://hanoi.itamaraty.gov.br.

10.4. Omissions will be decided by the Selection Committee.

Hanoi, February 16, 2023

The Selection Committee

Note : the registration form can be requested by email : brasemb.hanoi@itamaraty.gov.br