



EMBASSY OF BRAZIL IN RIYADH

NOTICE NR. 01/2024 SELECTION PROCESS FOR TECHNICAL ASSISTANT 21 March 2024

The Embassy of Brazil in Riyadh, within the terms of Decree no. 1570/95 and in accordance with the Ministry of External Relations Ordinance from 12 September 1995, has opened a selection process for 1 (one) vacancy of **Technical Assistant (Agricultural Attaché Support)**.

This Notice establishes the terms and conditions of the selection process. The Selection Committee will decide on any unforeseen circumstances.

The application for the vacancy implies that the applicant knows and accepts all the terms and conditions established in this Notice.

I - OBJECTIVE AND JOB DESCRIPTION

1. The Technical Assistant will be hired to carry out support activities for the Agricultural Attaché of the Brazilian Embassy in Riyadh and must work under the coordination and guidance of the Agricultural Attaché.
2. The Technical Assistant is a locally hired employee who will provide specialized technical services in the various areas of activity of the Agricultural Attachment of the Embassy of Brazil in Riyadh, including answering telephone calls and emails; scheduling meetings; production of summaries on agricultural news and production of documents; interpretation and translation of documents with occasional interpreter services; contact with authorities and other actors in the local agricultural market (entities, importers, exporters, investors, among others); support for investment, commercial promotion and technical cooperation actions related to agribusiness; organization of events, meetings and missions; support for Brazilian delegations and Brazilian authorities; preparation of market studies and studies on the regulation of agricultural products, including sanitary, phytosanitary, tariff and customs issues; production of presentations for agricultural events; administrative and bureaucratic support for maintaining the position.
3. The Technical Assistant will be hired for a period of one year, renewable if by mutual agreement between the parties, with a full-time work regime (40 hours per week) and will be subject to the labor laws of the Kingdom of Saudi Arabia.
 - 3.1. The initial gross monthly salary will be **SAR 9,292.80 (nine thousand, two hundred and ninety-two Saudi riyals and eighty cents)**.

3.2.4. The vacancy of Administrative Assistant does not characterize a investiture in the Brazilian Civil Service, public office/employment or public function.

II - REQUIREMENTS AND JOB QUALIFICATIONS

4. Upon registration, candidates must comply and provide supporting documentation regarding the following requirements to participate in the selection process:

- 4.1. Minimum age: 18 years.
- 4.2. Submission of all documentation required for this selection process (see items 6.1 and 8 of this Notice).
- 4.3. Not currently hold a public position, civil service job or public function in Brazil, in the case of candidates of Brazilian nationality.
- 4.4. Be in full compliance with electoral obligations in Brazil, in the case of candidates of Brazilian nationality.
- 4.5. Comply and be up to date with the obligations of the Brazilian Military Service, in the case of male candidates of Brazilian nationality, aged between 18 and 45 years;
- 4.6. Possess **regular residence status in the Kingdom of Saudi Arabia and legal permission to engage in paid activity** (under the terms of the relevant local legislation), in the case of Brazilians or third-country nationals;

5. The following qualifications are expected from the Technical Assistant:

- 5.1. Academic Degree Diploma in the areas of agriculture, veterinary, pharmacy, economics and international relations or similar.
- 5.2. Professional experience in the agribusiness area.
- 5.3. Proficiency in the local language (Arabic).
- 5.4. Fluency in English and, preferably, knowledge of Portuguese.
- 5.5. General interest and knowledge of agribusiness and foreign trade, especially for food and agricultural products.
- 5.6. Knowledge about Brazilian agribusiness production, local and regional.
- 5.7. Ability to write official correspondence and other documents.
- 5.8. Computer knowledge, including the use of Microsoft Office applications (Word, Excel, Outlook, Access and PowerPoint) and the internet.
- 5.9. Good interpersonal skills and ability to work in a multicultural environment.
- 5.10. Good organizational skills, initiative, flexibility, adaptability and resourcefulness; and commitment to learning and continuous improvement.

III - APPLICATION

6. The application period is from **March 24 to April 7, 2024**.

6.1. Copies of the following documents must be sent to the email **brasembksa.adm@gmail.com** or delivered in person at the Embassy reception, in a sealed envelope, during the Embassy's opening hours for the registration period:

6.1.1. The application form, which will be available at the Embassy Webpage <http://riade.itamaraty.gov.br>, or upon request, by email, through the address brasembksa.adm@gmail.com, or at the Embassy reception.

6.1.2. Updated Academic degree diploma, CV, accompanied by letter(s) of recommendation / proof of professional experience / photocopy of the supporting documents of the requirements contained in item 4 of this Public Notice;

6.1.3. Copy of one official identification document with photo;

6.1.4. Copy of the Certificate of Compliance with Electoral Duties (the certificate can be obtained on the website <http://www.tse.jus.br/eleitor/servicos/certidoes/certidao-de-quitacao-eleitoral>), for candidates of Brazilian nationality;

6.1.5. Proof of compliance with military obligations, for male candidates of Brazilian nationality;

6.2. The participation of candidates who are related up to the second degree with a staff member or local assistant hired in a post located in the same city is prohibited;

6.3. Applications submitted **after 11:59 pm on April 7, 2024** will not be accepted.

IV - EVALUATION

7. Candidates will be selected based on curriculum and documentation evaluation (Phase 1), written test (Phase 2) and oral evaluation/interview (Phase 3).

7.1. The Selection Committee will assess, in Phase 1, the qualification and suitability of the candidates based on the examination of the CVs and other documents submitted.

7.2. After the preliminary evaluation, the Embassy will inform, by telephone contact/e-mail, the candidates eligible for Phase 2 of the selection process. The deadline for communicating with eligible candidates and their call for phase 2 is **April 16, 2024**.

7.3. Candidates eligible for Phase 2 will take written tests containing questions of general knowledge in agribusiness and foreign trade (English language) and proficiency in the two mandatory working languages, English and Arabic (dissertation and translation), on **April 22, 2024**, at building of the Embassy of Brazil in Riyadh:

- Language written test (English and Arabic)

Content:

a) Dissertation in English (agribusiness and foreign trade)

b) English/Arabic or Arabic/English translation

Date: **April 22, 2024, from 10:00 am to 12:00 pm**

7.3.1. Each written test will be evaluated from 0 (zero) to 10 (ten) points, depending on the candidate's performance. Candidates who obtain a score equal to or greater than 7 points will be considered approved in Phase 2.

7.4. Candidates approved in Phase 2 will be informed via telephone/email by **April 25, 2024**, and will be invited to participate in an individual, in person, interview, to be held on **April 29, 2024**, at the Embassy of Brazil in Riyadh, at a time to be determined.

7.5. In the oral assessment/interview, the candidate's previous experience, suitability for the Technical Assistant position and oral proficiency in the Embassy's working languages will be discussed.

7.5.1. Each oral evaluation will receive a score from 0 (zero) to 10 (ten), according to the candidate's performance. Applicants who obtain a score equal to or greater than 7 points will be considered approved in Phase 3.

7.6. The approved candidates who obtain the highest total score in the written test (Phase 2) and in the interview (Phase 3) will be chosen.

7.7. The final result of the selection process will be disclosed at the Embassy reception and published on the Embassy website (<http://riade.itamaraty.gov.br>), on **May 02, 2024, by 5:00 pm**.

7.8. There will be no appeal against the decisions of the Selection Committee.

V - WORK CONTRACT AND VALIDITY OF THE SELECTION PROCESS

8. Candidates classified in 1st (first) place in the selection process will be hired for the initial probationary period of three months. The hiring of the new staffers, to be carried out between May and July 2024, will be concluded as soon as the administrative procedures are completed and the necessary documentation for the admission of the selected candidates is presented. The hiring of the new employees, it should be noted, will be subject to the presentation of:

- i) original of the official identity document with photo;
- ii) proof of physical and mental aptitude, proven by an official institution or indicated by the Embassy;
- iii) proof of absence of criminal records ("Police Clearance").

9. In the event of application-withdrawal of the candidate(s) summoned, or if verified that the candidate(s) do(es) not comply with the provisions of items 4 and 8 above and their sub-items, or in case of a candidate's unavailability to assume the vacancy of Administrative Assistant within a reasonable period, the other approved candidates will be called for hiring, obeying the order of classification and the number of vacancies available.

10. This selection process will be valid for 12 (twelve) months, counting from the date of disclosure of its final result. The other candidates considered suitable/approved may be called, if new vacancies are opened for Technical Assistant during the period of validity of the selection process.

Riyadh, 21 March 2024.



Embassy of Brazil in Riyadh
Selection Committee
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Saudi Arabia

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Notice NR. 1/2024 publication date	21 March 2024
Application period	March 24 to April 7, 2024
1st stage: résumé and mandatory documents assessment	April 7 to April 15, 2024
Invitation to the 2nd stage	April 16, 2024
2nd stage: written exams	April 22, 2024
Invitation to the 3rd stage	April 25, 2024
3rd stage: personal interviews	April 29, 2024
Publication of the final result	May 02, 2024

