



## EMBASSY OF BRAZIL IN RIYADH

### NOTICE NR. 01/2023 SELECTION PROCESS FOR ADMINISTRATIVE ASSISTANT 15 March 2023

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 2 (two) vacancies of **Administrative Assistant (Administration / Consular Services)**.

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 of the terms and conditions established in this Notice.

#### I - OBJECTIVE AND JOB DESCRIPTION

1. The Administrative Assistants, with minimum required education level of high school diploma, will perform activities of an administrative and/or consular nature at the Embassy. The sector in which the approved candidate will work will be defined according to the needs and convenience of the Embassy of Brazil in Riyadh.

2. The duties of the Administrative Assistant may include, depending on the sector of activity:

- i) Carrying out contacts with Embassy interlocutors and performing secretarial functions;
- ii) Maintenance of a database of contacts within the sectors where they operate (eg: local authorities, companies and service providers, interpreters, hotels);
- iii) Agenda administration for diplomatic officials;
- iv) Control of the drivers' agenda and work shift;
- v) Registration and control of sick leave, vacations and sick leave requests submitted by local employees;
- vi) Scheduling meetings and supporting the organization of events / missions / visits by delegations;
- vii) Provision of support related to visits by authorities at the Embassy facilities, helping with identification of visitors at the building's entrance;
- viii) Transmission of guidelines to drivers, certifying that routes and destinations are known;
- ix) Composition of documents such as notes and letters to interlocutors at the Embassy, supervised by immediate superiors;
- x) Maintenance of records and document archive;
- xi) Assistance with oral and written translations in Portuguese/Arabic or English/Arabic;





- xii) Support for the collection of data pertinent to the Embassy work;
- xiii) Support in the processing of electronic and postal correspondence;
- xiv) Customer Service in the consular sector - in person, electronically, by telephone - including responding to queries, receiving requests for services, verifying the documentation presented, verifying the payment of due fees and delivering documents, support in the provision of consular assistance to Brazilians in need, support in the provision of consular services such as electoral and military enlistment, assistance in organizing presidential elections;
- xv) Operation of the Integrated Consular System, tool used by the Brazilian Consular Service for the production of consular documents;
- xvi) Stock control of consular materials;
- xvii) Process of consular income documents in a monthly basis, contacts with the bank that receives consular funds;
- xviii) Reaching and establishing contact with suppliers and service providers, assistance in the Embassy's bidding processes, monitoring of contracts;
- xix) Submission of forms for registration of Brazilian employees with the local MoFA, related to the customs clearance of goods, access to restricted areas of the airport, registration in the service payment system (SADAD);
- xx) Assistance in the processes for selecting new Embassy staff;
- xxi) Support / follow-up in the movement of materials and provision of services by outsourced workers;
- xxii) Support in checking and updating the Embassy's inventory, identifying problems in the conservation of movable assets and the identifying the need for repairs and replacements;
- xxiii) Performance of administrative tasks described in the Administration Guide for Posts Abroad - guide-document of the Brazilian Ministry of Foreign Affairs containing regulations and guidance on diplomatic mission maintenance -, support in accounting registration processes, according to service needs;
- xxiv) Establishment of contacts with the banks in which the Embassy maintains an account. Operation (first-level) of transfers of funds, issuance of bank statements and expenses receipts;
- xxv) Assistance in the installation of hardware, software and support in contacts with the information technology area of the Ministry of Foreign Affairs of Brazil on matters related to the Embassy's computer network, support in contacts with service providers in the area of information technology and telephony;
- xxvi) Other tasks designated by the Embassy Administration.

3. The Administrative 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 8,000.00** (eight thousand Saudi Riyals).

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 Administrative Assistant:

- 5.1. Fluency in written and oral English and Arabic (mandatory requirement), fluency in written and oral Portuguese (desirable).
- 5.2. Professional experience in the areas of administrative support, accounting or consular services.
- 5.3. Flexibility to work in different sectors of the Embassy.
- 5.4. Ability to work in a group and to show courtesy in dealing with co-workers and with the public.
- 5.5. Efficient verbal and written communication.
- 5.6. Ability and proactivity in problem solving.
- 5.7. Time management skills.
- 5.8. Knowledge/Skill in the use of the Internet and the most used programs in office routines, such as Windows 10 and Microsoft Office.

### III - APPLICATION

6. The application period is from **March 19 to April 2, 2023**.

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 CV, accompanied by letter(s) of recommendation / proof of professional experience / diplomas of academic training and 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. Applications submitted **after 11:59 pm on April 2, 2023** 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 5, 2023**.

7.3. Candidates eligible for Phase 2 will take written tests containing questions of general knowledge in the administrative area (multiple choice, English language) and proficiency in the two mandatory working languages, English and Arabic (dissertation and translation), on **April 10, 2023**, at building of the Embassy of Brazil in Riyadh:

- Language written test (English and Arabic)

Content:

a) General knowledge of administration (multiple choice, English)

b) Dissertation in English

c) English/Arabic or Arabic/English translation

Date: **April 10, 2023, 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 13, 2023**, and will be invited to participate in an individual, in person, interview, to be held on **April 17, 2023**, 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 Administrative 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 **April 20, 2023, 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) and 2nd (second) 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 June 2023, 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 Administrative Assistant during the period of validity of the selection process.

Riyadh, 15 March 2023.

### **Embassy of Brazil in Riyadh**

Selection Committee

3 Dareen Street

P.O. Box 94348

Riyadh 11693

Saudi Arabia

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email: [brasembksa.adm@gmail.com](mailto:brasembksa.adm@gmail.com)

