



EMBASSY OF BRAZIL IN TEL AVIV

Selection Process
Hiring of Administrative Assistant

Public Notice No. 01/2025

The Selection Committee appointed by the Chargé d'Affaires in Tel Aviv, in the exercise of his competences, hereby announces that applications will be received for a selection process with a view to filling, on a permanent basis, two (02) job vacancy to the position of Administrative Assistant and formation of a reserve register, as provided for in this Public Notice, pursuant to Brazilian Law No. 11,440/2006, Presidential Decree No. 1,570/1995, and of the Ordinance of September 12, 1995 of the Brazilian Ministry of Foreign Affairs, in the following terms:

1. EMPLOYMENT AND ATTRIBUTIONS

1.1 The Administrative Assistant is the local assistant, with a certificate of Secondary Education, hired to perform administrative activities at the Embassy of Brazil in Tel Aviv, or in its units, including the Official Residence and the "Instituto Guimarães Rosa" (IGR).

1.2. The activities inherent to the position will be secretarial, administrative, consular, financial and accounting tasks, among others, according to the need for allocation in the different sectors of the Embassy, which include, but are not limited to:

- 1.2.1. general secretariat services;
- 1.2.2. preparation and management of schedules;
- 1.2.3. writing and organizing documents and communications;
- 1.2.4. service and contact with the public and/or official bodies or companies, on the premises of the Embassy, in person, by telephone, by electronic messaging systems or by video calls, in Portuguese, Hebrew or English;
- 1.2.5. reception of authorities, visitors and suppliers;
- 1.2.6. participation, if and when officially designated, in meetings in offices and places of interlocution of the Embassy of Brazil, alone or accompanied by employees of the Brazilian Ministry of Foreign Affairs;
- 1.2.7. writing messages and electronic correspondence, on the different platforms used by the Embassy of Brazil in Tel Aviv;

1.2.8. preparation of drafts, in Hebrew, of documents intended for Israeli government agencies and companies, as well as drafts of letters, messages and files in Portuguese and English;

1.2.9. operation of telephone switchboard;

1.2.10. content production and management of the official social media profiles of the Embassy of Brazil;

1.2.11. monitoring of content of the Israeli press in Hebrew and English;

1.2.12. performance of accounting-financial control services;

1.2.13. quotations and price surveys;

1.2.14. receipt of materials and services;

1.2.15. monitoring of administrative or consular measures with Israeli entities and agencies;

1.2.16. support for the registration, digitization and processing of documents, files and services provided by the Embassy of Brazil, through the platforms and computer programs of the Brazilian Ministry of Foreign Affairs;

1.2.17. control of receipt and dispatch of correspondence and/or official documents, including by electronic means;

1.2.18. registration and inventory control of movable assets and consumables;

1.2.19. organization and archiving of documents and correspondence;

1.2.20. administrative support for government missions, official delegations, commercial visits and other events of an official and representative nature that have the participation and/or administrative support of the Embassy of Brazil.

1.2.21. handling, creating, updating and maintaining data and content in the different digital office tools, in particular Microsoft's, such as Teams, Word, Excel, PowerPoint, Outlook (including agendas), among others;

1.2.22. translation, version and revision of texts in the different working languages of the Embassy (Portuguese, Hebrew and English).

1.3. The Administrative Assistant will perform his/her duties on the premises of the Embassy of Brazil in Tel Aviv or in its units, with possible calls, inside or outside the city of Tel Aviv, according to the work needs.

1.4. Allocation to a specific sector at the time of hiring will not imply permanence in the same function or sector, and the employee may be reassigned to another job position, sector or function, at the convenience of the Embassy.

2. REMUNERATION

2.1. The gross basic salary will be NIS 11,067.00 (eleven thousand sixty-seven Israeli shekels), in addition to benefits and obligations provided for Israeli labor legislation, such as transportation allowance.

2.2. Income tax, social security (national insurance and health insurance), and pension fund contributions will be deducted from the employee's salary.

2.3. The salary will be paid in Israeli currency (New Israeli Shekel), and via bank transfer.

3. HIRING REGIME

3.1. This selection process does not constitute a civil public service hiring exam, and the position of Administrative Assistant does not characterize a public office or public function.

3.2. Participation in the selection process will not be allowed to candidates who are related up to the second degree with a public servant or a current local assistant hired at the Embassy in Tel Aviv.

3.3. The Embassy of Brazil is prohibited from:

- a) Sponsoring or endorsing applications for a residence visa or legal permission to exercise remunerated activity in the country; and
- b) Requesting migratory regularization of local contractors or candidates for selection processes.

3.4. The employment contract, to be signed between the Embassy of Brazil in Tel Aviv and the selected candidate, will be governed by the legislation of the State of Israel and will exclusively generate the obligations and rights provided for therein.

3.5. Brazilian labor law does not apply to local assistants, nor does any diplomatic privilege or immunity apply to them.

3.6. The local assistants' rights to annual leave, national holidays, absences, additional vacation, and sick leave will be those explicitly determined by Israeli labor law.

3.7. The candidate selected to fill the vacancy must fulfill a maximum workload of up to 182 hours per month, with exclusive dedication, preferably from Monday to Thursday, from 9 am to 6 pm, and on Fridays, from 9 am to 2 pm. A minimum of 40 hours per week must be completed, except for exceptional and temporary situations.

3.7.1. For service reasons, the Administrative Assistant may be required to work at different times and days, always respecting the limit of 182 hours per month.

3.8. The employment contract will be valid for one (1) year, and may be automatically renewed, at the discretion of the Embassy of Brazil in Tel Aviv, for consecutive periods of one (1) year each, whenever both parties agree.

3.9. The employment contract will observe an initial probationary period of 6 (six) months.

3.9.1. During the probationary period, within what is required in this notice for the performance of his/her duties, the knowledge of the selected candidate will be evaluated, as well as his/her skills in interpersonal dealing, motivation, initiative, professional posture, punctuality at work, in addition to the other qualifications required.

3.9.2. In case of insufficient performance, the contract may be terminated.

3.10. If, during the probationary period, the performance of the approved and selected candidate is considered unsatisfactory, approved and classified candidates in this selection process may be called upon for the position, respecting the order of classification.

3.11. The employment contract will come into force, after the conclusion of the selection process, on a date to be determined by the Embassy, and entered into under the terms of item 3.8 of this notice.

3.12. The contract will be based on Article 14 of the Israeli law of "*Severance Pay*" of 1977, according to which "*the employer shall pay the entirety of the employee's severance pay (8.33% of the employee's monthly paycheck) in advance on a monthly basis into the employee's pension insurance. The funds are the employee's property, and he or she will receive them when the contract is terminated, even if the employee is the one to terminate it. This form of severance pay is not retroactively increased to account for any raises the employee may have received*".

3.13. As authorized by Israeli law, the Embassy may terminate the employment relationship of the Administrative Assistant, at any time and for any reason.

4. BASIC REQUIREMENTS FOR REGISTRATION

4.1. Applicants must meet the following conditions:

- 4.1.1. be over 18 (eighteen) years old;
- 4.1.2. fluency in Portuguese and Hebrew (spoken and written);
- 4.1.3. mastery of the English language is desirable;
- 4.1.4. mastery of digital office tools, in particular from Microsoft®, such as Teams, Word, Excel, PowerPoint, Outlook (including schedules), among others. Knowledge of video and image editing programs, publication of content on internet pages and social media.

5. REGISTRATION IN THE SELECTION PROCESS

5.1. Those interested in applying should send to the Selection Committee, exclusively by email, up to **29th August 2025**, the registration form, available in Annex I of this Notice, duly completed, as well as the documentation listed below, which complements the requirements of item 4:

- 5.1.1. a declaration that they are aware that the job for which they are applying is not to be confused with employment or public function governed by Brazilian law; (Annex I – Registration Form);
- 5.1.2. proof of regular residence and legal permission to exercise paid activity, under the terms of local legislation, in the case of Brazilians or third-country nationals;
- 5.1.3. proof of registration in the Israeli Social Security System (Bituah Leumi - Social Security);
- 5.1.4. certificate of physical and mental fitness for the exercise of the function, issued by an official institution or registered doctor.
- 5.1.5. certificate of completion of secondary (or higher) education or equivalent.
- 5.1.6. certificate of no criminal record or equivalent.
 - 5.1.6.1. a protocol of the request for a certificate of no criminal record, issued by the Israeli Police, in English (version that the Police sends directly to the Embassy) or in Hebrew (version that can be obtained in person

- by the candidate), issued no more than 3 (three) months ago, will be accepted;
- 5.1.6.2. it is the candidate's responsibility to monitor the delivery of the certificate of no criminal record to the Embassy;
- 5.1.6.3. it is essential that the certificate is delivered to the Embassy, and verified, before the end of the selection process;
- 5.1.7. The candidate of Brazilian nationality must also present:
- I) proof of duties compliance of his/her electoral obligations. The electoral certificate will be accepted, provided that it is issued in 2025 by the Superior Electoral Court (TSE);
 - II) declaration that he/she does not hold a public position, job or function (Annex I – Registration Form);
 - III) proof of discharge from military service, for males up to 45 years of age;
 - IV) registration number in the Individual Taxpayer Registry (CPF) of the Federal Revenue Service; and
 - V) certificate of no criminal records, from the Federal Police of Brazil, obtained through page www.dpf.gov.br, valid and issued no more than three (3) months ago.
- 5.1.8. a detailed curriculum vitae and certificates of experience provided by a previous employer (whenever applicable);
- 5.1.9. letter of introduction and motivation (in English or Portuguese), in which the candidates will present themselves, their previous work experience and how they believe they can contribute to the work of the Embassy of Brazil in Tel Aviv, if hired;
- 5.1.10. copy of valid passport (not expired) or valid identity document;
- 5.1.11. certificate(s) of completion of vocational training, if any;
- 5.1.12. previous job recommendation letter(s), with contact details, if any;
- 5.1.13. digital copy of identification document (teudat zeut), if Israeli national;
- 5.2. Any changes in names must be proven by the presentation of the corresponding documentation (marriage certificate or certificate of naturalization, for example).
- 5.3. The documentation listed in item 5.1 **must** be sent to the administ.telaviv@itamaraty.gov.br e-mail, indicating in the "SUBJECT" field the text "Selection Process for Administrative Assistant 1/2025 – [NAME OF THE CANDIDATE]".
- 5.4. The date and time of receipt of the documentation by the Brazilian Embassy in Tel Aviv is the one that will be considered, and not the date and time of submission by the candidate, if different.
- 5.5. Documentation sent after the deadline or in an incomplete form will be disregarded.
- 5.6. Information about the selection process will not be provided by telephone.

5.6.1. Any questions should be sent to the electronic address: administ.telaviv@itamaraty.gov.br, with the following subject: NOTICE No. 01 / 2025. SELECTION PROCESS – ADMINISTRATIVE ASSISTANT.

5.7. The list of candidates whose applications are accepted will be published on the website of the Embassy of Brazil in Tel Aviv: www.gov.br/mre/pt-br/embaixada-tel-aviv.

6. THE SELECTION

6.1. The selection process will consist of three phases, according to the schedule contained in Annex II of this Notice, and consists of an evaluation of the candidate's qualification in the disciplines inherent to the duties of the job to which they are applying, and in the Hebrew, Portuguese and English (a foreign language in current use in the country) languages.

6.2. **First phase:** compliance of required documentation and curriculum analysis, in a non-eliminary nature.

6.2.1. Analysis of the documentation sent to the Embassy of Brazil in Tel Aviv, in accordance with the requirements of item 5.1.

6.2.1.1. As indicated in item 5.5, documentation sent after the deadline or that is incomplete will be disregarded, which will cause the summary disqualification of the candidate.

6.2.1. The curriculum analysis will take into account the curriculum vitae, introduction and motivation letter, academic training certificates and, if any, professional training certificates, experience certificates, letters of recommendation, among other documents that may be voluntarily presented by the candidate.

6.2.2. The result of the accepted applications will be announced on the probable date of **3rd September 2025**, on the Embassy's website: www.gov.br/mre/pt-br/embaixada-tel-aviv.

6.3. **Second phase:** a written test will be carried out - with objective and/or discursive questions - which will assess fluency in Portuguese and Hebrew and mastery of the English language; writing; and mastery of computer tools, as described in item 4.1.5., with a maximum score of 100.

6.3.1. The written test, indicated in item 6.3, will be held on the premises of the Guimarães Rosa Institute (Sderot Chen 57, 1st floor, Tel Aviv), from 10 am to 1 pm, on the probable date of **8th September 2025**, with last access at 9:55 am. It is recommended to arrive 20 minutes in advance.

6.3.2. Selected candidates must present themselves with an identity document, containing a photo, and bring a blue pen, a pencil and an eraser.

6.3.3. The results of the second phase will be published on the website of the Embassy of Brazil in Tel Aviv, on the probable date of **15th September 2025**.

6.3.4. The ten (10) candidates who obtain the best scores in the second phase will be approved, provided that they obtain a minimum score of sixty percent (60%) of the maximum score.

6.3.4.1. In the event of a tie, the candidate with the best score in Portuguese (including writing), or Hebrew language, or English language, or computer skills, in that order, will take precedence.

6.3.5. A score of 0 (zero) in any of the evaluations described in item 6.3 will eliminate the candidate from the selection process.

6.4. **Third phase:** oral test and interview.

6.4.1. Candidates approved in the second phase will be summoned to the third phase of the selection, consisting of an oral evaluation and interview, with a maximum score of 100, to be held probably on the following days: **16th and 19th September 2025**, with place and time to be communicated directly to those approved.

6.4.2. Candidates must present themselves ten (10) minutes before the scheduled time for the interview, with an original and valid identity document, with photo, issued by an official identification body.

6.4.3. Candidates who fail to present themselves at the scheduled time or who do not present the required documentation will be eliminated.

6.4.4. The candidate with a minimum score of 60 points will be considered approved.

7. **RESULT AND VALIDITY OF THE SELECTION PROCESS**

7.1. The final classification in the selection process will be based on the sum of the grades obtained in the second and third phases, as provided for in this Notice.

7.2. The final result, in order of classification, will be announced on the website of the Embassy of Brazil in Tel Aviv, on the probable date of **1st October 2025**.

7.3. In case of a tie, preference will be given to the candidate best classified in the curricular analysis (first phase).

7.4. The evaluation of the Selection Committee is sovereign and definitive, without appeal.

7.5. This selection process is valid for 12 (twelve) months from the publication of the result, and may be, exceptionally, extended for 12 (twelve) additional months.

7.5.1. Throughout this period, approved candidates may be invited to accept the job, respecting the order of classification, if new vacancies arise in the same category of employment, whether on a temporary or permanent basis.

8. **HIRING**

8.1 The two candidates who receive the highest grade in the selection process will be summoned to come to the Embassy of Brazil in Tel Aviv and start the hiring procedures, at which time they will present the original versions of the documents sent by e-mail, as required in item 5.1, including the certificate of no criminal record and the certificate of physical and mental fitness for employment, for examination and archiving.

8.2. The selected candidates will have 15 (fifteen) calendar days, counted from the date of the summon, to assume their duties.

8.2.1. In case of non-compliance with the period of 15 (fifteen) calendar days, of renunciation to the position by the candidate, or of failure to present him/herself on the date of the summon, the candidate will be eliminated from the selection process, and the candidate with the next highest score will be summoned to fill the vacancy, respecting the order of classification.

8.3. The hiring of the candidates ranked in the first and second positions for the initial probationary period of six (6) months will be subject to the confirmation of the result by the Ministry of Foreign Affairs of Brazil, and will be effective as soon as the procedures are completed, at which time the individual employment contract will be signed.

8.4. The other candidates approved in the 3rd phase will compose a reserve register, with a view to filling a possible vacancy, during the period indicated in item 7.5.

9. GENERAL PROVISIONS

9.1. The application for registration attests the knowledge and acceptance, by the candidate, of all the deadlines and rules established by this Notice.

9.2. The candidate who makes a false or inaccurate statement, or who does not meet the conditions required in this Notice, may be disqualified.

9.3. Omissions will be decided by the Selection Committee.

9.4. The Selection Committee reserves the prerogative to make amendments and adjustments to this Notice and to its annex, with the respective disclosure on the website of the Embassy of Brazil in Tel Aviv.

9.5. It is the candidate's responsibility to follow the information about the selection process sent by e-mail and/or by disclosure on the websites of the Embassy of Brazil in Tel Aviv, and may not claim ignorance of the information, addenda, results and invitations related to this selection process.

9.6. Annex II of this Notice contains a summary with the dates relevant to this selection process.

Tel Aviv, July 28th, 2025.

Selection Committee

Selection Process n° 1/2025

Embassy of Brazil in Tel Aviv