EMBASSY OF BRAZIL IN WASHINGTON

PUBLIC ANNOUNCEMENT No. 1/2022

SELECTION PROCESS

In accordance with Decree No. 1570 of July 21, 1995, and the Ordinance of the Minister of State of Foreign Affairs No. 402, of July 22, 2022, and with Law No. 11.440, of December 29, 2006, which provide for the selection process for hiring Local Assistants, the Selection Committee appointed by the Ambassador of Brazil in Washington makes public that applications will be open the position of Foreign Trade Technical Assistant (AST) from August 22 to September 2, 2022, as provided in this Notice.

1. Hiring Regime

A Local Assistant is an employee hired locally, for a determined period of time, to provide technical, administrative, or support services, on a full-time basis. The employment relationship between the Local Assistant and the Brazilian Embassy in Washington is governed by the federal law of the United States of America and, alternatively, by the laws of the District of Columbia.

2. Employment

A position of Technical Assistant in Foreign Trade (AST) is open for services rendered in the Commercial Section of the Embassy, with the following characteristics:

2.1. Duties:

The approved candidate will carry out, in addition to typical tasks in the area of foreign trade promotion, the following technical functions:

a) deal with issues considered important to the Brazilian exporter and investor, such as the opening of new markets, identification of investment opportunities and identification and monitoring of import legislation and regulations on tariff and non-tariff barriers, especially those related to the export of Brazilian industrial goods;

b) operate and contribute to the Foreign Trade and Investment Guide - "Invest and Export Brasil";

c) assist in the preparation of trade missions;

d) assist in the coordination of events;

e) interact with the private sector, including trade associations;

f) develop market research and sectorial studies using tools available to the Commercial Section (Internet, specialized publications, etc.);

g) prepare answers to queries from Brazilian exporters and American importers;

h) maintain a register of requests received by the Commercial Section.

The employee, from time to time, may be asked to perform tasks other than those described above, as well as to carry out another function, within the same job category.

2.2 Salary

The gross salary will be US$ 4,025.00 (four thousand twenty-five dollars) per month, plus medical and dental insurance. The monthly contribution to the Brazilian Social Security (INSS) will be deducted from this total, if the employee is a Brazilian citizen and not eligible to make U.S. Social Security payments.

3. Application Requirements

3.1 Deadline: September 2, 2022 (Friday).

3.2 Documentation

a) a declaration in which the candidate attests to being aware that the job for which he/she is applying is not to be confused with employment or a public position governed by Brazilian law;

b) proof of regular residence status and legal permission to exercise a paid activity, in accordance with local legislation, in the case of Brazilians or third-country nationals;

c) proof of registration with the local social security system, or ineligibility of membership, in the case of Brazilians who, due to local legislation, are prohibited from doing so;

d) physical and mental fitness, confirmed by an official institution or physician indicated by the department administering the selection process;

e) a college degree in Foreign Trade, Economics, Business Administration, or related field;

f) a detailed résumé or curriculum vitae, and two (2) reference or recommendation letters from recent employers or academic advisors/teachers;

g) minimum age of 18 years old;

h) criminal background check or equivalent; and

i) Brazilian candidates must also present:

- proof of release from electoral obligations (Voting Release Certificate issued by the website of the Superior Electoral Court - www.tse.jus.br);

- declaration that he/she does not hold any public office, job or position; and

- proof of discharge from military service, for males (Certificate of Reservist or Military Service Waiver).

4. Required Qualifications

Candidates must meet the following requirements:

(a) excellent oral and written communication in English;

b) excellent oral and written communication in Portuguese;

c) professional experience in the areas of foreign trade or international economics;

d) full knowledge of Microsoft Word, Excel, Power Point, Access and Outlook;

e) mastery of Internet use (Browser Operation, FTP, File Transfer, Remote Access to Information Sources, etc.) and ability to operate databases, such as the Foreign Trade and Investment Guide - "Invest and Export Brasil," "Trade Stats Express" and "DataWeb/USITC";

f) resourcefulness in dealing with others;

g) versatility for scheduling meetings, organizing trade missions and controlling the Commercial Section calendar;

h) desirable: familiarity with Brazil, international travel experience, proficiency in a third language;

i) desirable: experience related to the work of trade associations.

5. Address for submission of application form and other required documents:

The candidate must deliver to the Embassy, by 5:00 p.m. on September 2, 2022, the original of the application form (available on page 7 of this announcement), duly completed and signed, accompanied by copies of the documents indicated in sub-item 3.2, sub-paragraphs "a" to "e", at the following address:

Embassy of Brazil

Personnel Department (Selection Process 1/2022)

3006 Massachusetts Avenue, NW

Washington, DC 20008

The announcement with the application form (page 7) is available on the Embassy's website (http://washington.itamaraty.gov.br/pt-br).

6. Evaluation

6.1 Pre-selection

The Selection Committee will evaluate, in light of the documentation submitted, the qualifications, profile, and experience of the candidates. The Embassy will not accept documentation that is incomplete or submitted after the deadline.

6.2 Method of selection

Candidates whose applications have been accepted must take a written test consisting of two questions, with a maximum value of 200 (two hundred) points, in accordance with the instructions listed on the instruction sheet:

- Question 1: production of a text in Word, in Portuguese, with a maximum value of 100 (one hundred) points;

- Question 2: production of a text in Word, in English, worth a maximum of 100 (one hundred) points;

The nature of the questions will correspond to the job offered.

The test will be held at the Embassy, likely on September 8 and 9, 2022, at times that may be staggered according to the number of candidates participating, and will have a maximum duration of two hours. There will be no second call, and candidates who fail to attend will be automatically eliminated from the selection process.

6.3 Interview

Candidates will be interviewed at the Embassy on the likely dates of September 15 and 16, 2022, at a time to be announced in due course. The interview (in English and Portuguese) will be conducted by the Selection Committee, which will award candidates a score ranging from 0.00 (zero) to 100.00 (one hundred) points. The following items will be evaluated:

(a) professional experience;

b) profile for the position;

c) fluency in Portuguese

d) fluency in English

e) professional attitude and resourcefulness.

7. Ranking Criteria

Candidates will be ranked based on the final score resulting from the following calculation: sum of the scores obtained in the test listed in sub-item 6.2 (Q1 + Q2) and in the Interview. Candidates who do not obtain a final score equal to or greater than 210 (two hundred and ten) points in all of the evaluations provided for in items 6.2 and 6.3 of this announcement will be considered unsuccessful and disqualified, having not been classified in the selection process.

Candidates who score zero in any of the items will be disqualified.

8. Tie-breaking criteria

In case of a tie in the final score of the selection process, preference will be given to the candidate who, in the following order, obtains

(a) the highest score in the interview;

b) the highest score in the practical test (Q1 + Q2).

 9. Announcement of results

The final result of the selection process will be published on September 22, 2022, and made available on the Embassy's website (http://washington.itamaraty.gov.br/pt-br).

10. Validity of the Selection Process

The selection process will be valid for twelve (12) months as of the date of the announcement of the results. During this period, the approved candidates may be hired, in accordance with the ranking order, if new vacancies arise in the same job category (Foreign Trade Technical Assistant).

11. Physical and mental fitness and background certificates:

The candidate called to fill the vacancy must present, on a date to be designated in due course, physical and mental fitness and background certificates, or their equivalent. The costs resulting from this requirement are the candidate's sole responsibility.

12. Hiring

The hiring of the first-place candidate for the initial three-month probationary period will take place as soon as the legal procedures are completed and will be contingent upon submission of the supporting documents listed in sub-item 3.2 (items "a" to "e") and item 11. Should the candidate give up or not meet the deadline of 15 (fifteen) calendar days from the date he/she is called to assume his/her duties, he/she will be considered disqualified from the selection process, and another candidate will be called to fill the position, according to the ranking order.

13. Additional Information

Information not included in this Announcement may be obtained by emailing personnel.washington@itamaraty.gov.br

The Selection Committee will decide on any cases not included in this announcement.

Washington, DC, August 17, 2022.

The Selection Committee

EMBASSY OF BRAZIL IN WASHINGTON

Selection Process for the Hiring of a Foreign Trade Technical Assistant

Application Form - Announcement # 1/2022

I wish to apply for the position of Foreign Trade Technical Assistant:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I declare that I agree with the conditions established by the Announcement of the Selection Process 1/2022.

Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Please attach your curriculum vitae or resume, letters of reference or recommendation, and copies of other applicable documents listed in subsection 3.2 ("Documentation"), and send these to Embassy of Brazil - Setor de Pessoal (Processo Seletivo 1/2022), 3006 Massachusetts Avenue, NW, Washington, DC 20008.