##

**Representative Office of Brazil in Ramallah**

**Public Notice – Selection Process 01/2023**

The Selection Commission, appointed by the Representative of Brazil to the State of Palestine, in the exercise of its competence, makes public the opening of a selection process, with a view to filling 01 **temporary** vacancy for Support Staff (APC) in the Representative Office, with the function of **DRIVER**, pursuant to Brazilian Decree 1570, of 7/21/1995, and the Brazilian Ordinance of September 12, 1995, of the Ministry of Foreign Affairs, in the following terms:

2. EMPLOYMENT AND RESPONSIBILITIES

2.1 The **APC-DRIVER** is the local employee hired for tasks primarily related to the use and conservation of the vehicles of the Brazilian Representative Office, such as the following:

(i) drive the head of the Office on routes between the Official Residence, in East Jerusalem, and Ramallah;

(ii) drive the head of the Office and/or other employees to/from official events;

(iii) drive the head of the Office and/or other employees on work trips;

(iv) drive the head of the Office and/or other employees to/from work meetings;

(v) lead the head of the Office and/or other employees on routes determined by the Office Administration;

(vi) take care of the conservation of the Office's official vehicles;

(vii) other tasks determined by the Office Administration;

3. REMUNERATION

3.1 The gross starting salary will be ILS 10,328.00 per month, on which mandatory deductions may apply.

4. CONTRACT SPECIFICATIONS

4.1 This selection process does not constitute a public tender, and the employment of a Support Staff is not a civil servant position, according to Brazilian Law.

4.2 The applicable labor law is that of the State of Israel.

4.3 The contract will be made on a temporary basis, for a duration equivalent to the period of medical leave of the current permanent holder of the position of APC-DRIVER. The hiring process may be canceled or postponed at any time, at the discretion of the Brazilian Representative Office.

4.4 The hired support staff will work 45 hours a week and, exceptionally, may be called to work in situations of pressing service needs or emergencies.

5. QUALIFICATION

5.1 The candidate must:

a) be over 18 years of age;

b) have completed Elementary School or equivalent; and

c) have a valid license to drive an armored vehicle (Category C1).

5.2 Candidates will be required to show oral fluency in English or Portuguese. Certificate of experience as a driver, provided by previous employers, as well as skills in minor repairs and basic maintenance tasks will be positively considered.

6. APPLICATION

6.1 Those interested in applying must submit to the Selection Committee, by email, by 18 June 2023, the duly completed application form, available on page [6] of this Notice, together with the documentation listed below:

1. detailed *curriculum vitae*, accompanied by certificates of experience provided by previous employers, if there is any;
2. copy of identity document (identity card);
3. certificate of completion of Elementary School or equivalent;
4. copy of a valid license to drive an armored vehicle (Category C);
5. proof of residence permit in Jerusalem (Jerusalem ID);
6. proof of registration in the Israeli Social Security (“Bituach Leumi”);
7. valid criminal record certificate, issued by competent authorities of Israel not more than 3 months before its presentation.
8. if Brazilian, also present:

a) declaration that you are aware that the job you are applying for is not to be confused with a civil servant position, according to the Brazilian legal system;

b) electoral certificate;

c) declaration that you are not an active public servant in Brazil and that you do not receive remuneration from the Brazilian government (as per the application form);

d) if male, document proving regular situation with regards to the Brazilian military service.

6.2 The documentation listed in item 6.1 must be sent to the e-mail er.brasil@itamaraty.gov.br.

6.3 Incomplete documentation or if received after 18 June 2023 will not be considered. Only candidates who present all the documentation requested in item 6.1 will be considered eligible.

6.4 The Brazilian Representative Office in Ramallah will not sponsor any visa or residency permit applications for this employment.

7. SELECTION

7.1 The selection process will consist of the following phases:

i – curricular analysis (classification purposes only);

ii – interview in Portuguese or English (elimination and classification purposes);

iii – practical test (elimination and classification purposes).

7.2 The curriculum analysis will result in an evaluation, from 0 to 15, based on the following criteria:

a) Proof of previous work experience, for at least 12 months, as a driver – 5 points;

b) Proof of previous work experience, for at least 6 months, in a foreign mission or international organization, as a driver – 5 points

c) proof of completion of a course in an area related to the activities to be carried out – 2 points per completed course (maximum of 5 points).

7.3 Candidates considered suitable, based on the mandatory documentation presented, will be invited to the interview phase, scheduled to take place at the Brazilian Representative Office in Ramallah, between 20 and 22 June 2023. Candidates will be evaluated based on the following criteria:

a) communication skills and language adequacy in the chosen language (Portuguese or English) – 0 to 10 points;

b) presentation of professional trajectory and other relevant experiences – 0 to 10 points.

7.4 Candidates selected in the interview phase (maximum of 5) will be invited to take a practical test, to be held in an armored vehicle, at the headquarters of the Brazilian Representative Office in Ramallah, on 26 June 2023. The test will be evaluated based on the following criteria:

a) knowledge of relevant routes and destinations – 0 to 10;

b) demonstration of skill and safety while driving the vehicle – 0 to 10.

7.5 The final grade of the candidate, for classification purposes, will be the sum of the grades of the curriculum analysis, the interview and the practical test.

8. FILE OF APPEALS

8.1. The candidate will be allowed to file an appeal without suspensive effect against the results of the tests. The deadline for filing appeals is 48 hours after the publication of the provisional result of each phase and must be sent by email to the Selection Committee [er.brasil@itamaraty.gov.br].

8.2. Applications submitted after the deadline or not in accordance with this notice will not be accepted.

8.3. The final decision of the Selection Committee on the appeals will be sovereign and definitive. There will be no appeal against the result of an appeal.

9. RESULT

9.1 The final result of the selection process will be published by 30 June 2023 on the website of the Brazilian Representative Office (https://www.gov.br/mre/pt-br/escritorio-representacao-ramala).

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

9.3 After the announcement of the result, the candidate ranked in 1st place will be called up by the Selection Committee to present him/herself, within a maximum period of 10 calendar days, with a medical certificate of physical and mental fitness to carry out the activities.

10. HIRING

10.1 The hiring of the candidate ranked in 1st place will be carried out as soon as the formalities are completed and the necessary documentation for admission is presented, subject to compliance with item 9.3 of this public notice.

10.2 In case of withdrawal or non-compliance with the deadline stipulated in item 9.3, counted from the call-up date, the candidate will be considered eliminated from the selection process, and another approved candidate will be called to fill the vacancy, respecting the classification order.

11. GENERAL PROVISIONS

11.1 The application implies knowledge and acceptance, by the candidate, of all deadlines and norms established by this Notice. 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.

11.2 Omissions will be decided by the Selection Committee.

Ramallah, 1 June 2023

Mateus Cacique Moraes

presidente, interino da Comissão de Seleção

**Selection process for hiring a Local Assistant - APC-DRIVER**

**Application form - Notice No. 01/2023**

I want to apply for the job of: APC-DRIVER

|  |  |
| --- | --- |
| Full Name: |  |
| Birth date and place: |  |
| Nationality(ies): |  |
| Residential address: |  |
| Contact number(s): |  |
| E-mail: |  |

**I declare to:**

1. Not hold a public position, job or function in Brazil;
2. Be aware that the job I am applying for is not to be confused with a public job or function, as governed by Brazilian law;
3. Be aware that, if approved in the selection process, my admission will be conditioned to the presentation of all the documents required in the notice, as well as a certificate of physical and mental aptitude for the job, whose costs will be borne by me;
4. Comply with the conditions established by Notice No. 01/2023 of Selection Process 01/2023, which I have read and accepted.

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

**Anexo:**

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| --- |
| ( ) *curriculum vitae* |
| ( ) copy of identity document |
| ( ) proof of residency permit in Jerusalem or Israeli nationality, and permission to engage in a professional activity in Palestine |
| ( ) proof of enrollment in the Israeli pension system |
| ( ) academic and/or training certificate(s) |
| ( ) criminal background check or equivalent |
| ( ) other applicable documents |
| Total number of documents: |

Forwarding address: er.brasil@itamaraty.gov.br