****

**CONSULATE GENERAL OF BRAZI IN EDINBURGH**

**Vacancy Announcement - Selection Process n° 03/2022**

**Administrative Assistant (6 vacancies)**

The Selection Committee of the Consulate General of Brazil in Edinburgh hereby announces that the selection process for 6 (six) vacancies for the role of administrative assistant is open for applications, pursuant to Decree 1570 of 21 July 1995, and in accordance with an Ordinance of 12 September 1995 issued by the Minister of Foreign Affairs, within the following terms:

**DUTIES**

The successful applicant for the vacancy of **administrative assistant** will primarily perform the role of consular agent of the Consulate General of Brazil in Edinburgh.

The successful applicant to the vacancy of **administrative assistant** will provide support to consular and notary services, along with general office clerical tasks such as reception, answering phones and mail, document verification and customer support, without detriment to the management of other support duties when required.

**COMPENSATION**

The initial gross monthly salary will be two thousand two hundred thirty-five pounds sterling (£2,235.00). Once the contract comes into effect, the Consulate will deduct the Employee’s National Insurance Contributions for HM Revenue & Customs. The employee shall be responsible for any income tax payable by him/her in relation to the employment and shall ensure that any amounts are duly paid on their due dates.

**APPLICATION**

Applicants must send a copy of the Application Form (Appendix II) and digitised copies of all mandatory documents listed under item 6 of the Selection Process Announcement n° 03/2022 (.PDF format only) by e-mail to admin.cgendinburgh@itamaraty.gov.br, with the subject heading “Selection Process Administrative Assistant 03/2022”. Only applications with a full set of required documents will be accepted.

**WORKING HOURS**

The working hours are forty (40) hours per week. These may include shifts and special requests due to the nature of the work, whenever required.

**SELECTION PROCESS**

The selection process will be carried out in two phases:

1. First phase: multiple choice test and written test, in English and Portuguese, to take place on 18th of October (TBC). The tests will assess English and Portuguese proficiency and general knowledge relevant to the vacancy.
2. Second phase: interview with the Selection Committee, to take place on 25th of October (TBC). Times will be scheduled individually with each shortlisted applicant.

The selection process will take place in the city of Edinburgh. Exact location to be announced soon.

Please access <https://www.gov.br/mre/pt-br/consulado-edimburgo/copy2_of_20220928MinutaEdital01ProcessoSeletivoAA.docx> for further information regarding the Selection Process n° 03/2022.