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| Embaixada do Brasil |  | Embassy of Brazil |

**PUBLIC NOTICE Nº 1/2023**

**ADMISSION for Administrative Assistant VACANCY**

**1. OBJECTIVE**

The Admission Committee of the Embassy of Brazil in Manila invites for enrollment in its selection process to fulfill one vacancy for the position of Administrative Assistant, at its Chancery.

**2. JOB DESCRIPTION AND SALARY**

2.1. Job description to include:

- Administrative support to the Brazilian Embassy;

- Secretariat;

- Processing of documentation;

- Assistance to individual on consular matters;

- Any other requested activities compatible with administrative tasks for the Embassy, including the handling of social media.

2.2. Within the terms of the Filipino labor law, the Embassy will grant yearly 15 days’ vacation and 15 days’ sick leave with full payment, after the completion of the first year of employment, as well as life insurance coverage and medical/health insurance coverage. It is also granted the employer’s share of the Social Security System, Philhealth and Pag-Ibig contributions. A thirteenth salary will be due in the month of December. In the first calendar year, the thirteenth salary will be proportional to the number of months worked.

**3. REQUIREMENTS FOR APPLICATION:**

3.1. To be eighteen years of age or above;

3.2. To be College graduated;

3.3. To be fluent in English and Filipino (Tagalog), both oral and written;

3.4. To be proficient in software skills including in Microsoft Office applications, internet search engines, and to be experienced in maintaining databases and electronic records, such as in Excel charts;

3.5. To have good abilities in communicating and maintaining interpersonal and social relationships;

3.6. To have a clear understanding and strong ability for team work, even under pressure;

3.7. Although not required, knowledge of Portuguese will be worth 1 point.

3.8. Although not required, previous experience at Embassies or Consulates will be worth 1 point.

3.9. Employees of the Ministry of External Relations of Brazil, locally hired employees of the Embassy of Brazil in Manila and relatives or partners of both may not take part in the current selection process.

**4. APPLICATION:**

4.1. The application period will be from July 18th to August 4th, 2023.

4.2. The Application Form is available at <http://manila.itamaraty.gov.br/en-us/>

4.2.1. Together with the Application Form - which must be duly filled out and signed - copy of the following documents must be sent to the email address [administ.manila@itamaraty.gov.br](mailto:administ.manila@itamaraty.gov.br).

- Updated résumé/CV with a recent photo attached;

- Recommendation letters or certificates of previous employments, **if available**;

- College transcript of records;

- If not a Filipino citizen, proof of official authorization to work in the Philippines.

4.3. Upon receiving the application, the Embassy will send a numbered confirmation receipt to the applicant. Incomplete application will not receive a confirmation. **Should an applicant fail to present such a confirmation receipt from the Embassy in the moment of the entrance examination, application will be considered as not received and the applicant will NOT be eligible to take the exams.**

4.4. Application for the vacancy implies that the applicant has read and accepted all the terms and conditions established on this notice. The granting of the vacancy after the selection process does NOT imply or mean a position in the Brazilian public service, nor is it related to any public function, job or position in the Brazilian Government or subjects the individual to the Brazilian law.

**5. ENTRANCE EXAMINATION/SELECTION PROCESS**

5.1. The candidates who received a confirmation will take part in the first phase of the selection, to be held on August, 2023, on a Saturday. The precise date will be informed. The list of candidates will be available at the Embassy’s website.

5.2. The first phase of the selection will include written exams of English and Tagalog, worth 20 and 10 points, respectively. The results will be listed from the higher number of points to the lowest number of points. The candidates that achieve the **ten best results** will proceed to the next phase. The list will be available at the Embassy’s website. Those selected in the first phase will be notified by email and invited to the second phase, to be held on a date to be defined.

5.3. The second phase will comprise an exam of computer skills, worth 20 points in total (10 for written part, 10 for the practical part). Those not able to reach 50% of the total points (10 points in 20 points) will be eliminated. The points achieved in the second phase will be added to the points of the first phase. The list of approved candidates will be available at the Embassy’s website. Those selected in second phase will be notified by email and invited to the third phase, to be held on a date to be defined.

5.4. The third phase will be comprised by one or more personal interviews, including oral exams of English and Tagalog. This phase will not change the candidates’ positions in the list, but will eliminate candidates who are not able to express themselves in English and Tagalog. In this phase, points for knowledge of Portuguese and previous experience in Embassy or Consulates (items 3.7 and 3.8) will be added.

5.5. The final result of the selection process will be sent by e-mail to those candidates who took the third phase. The list of approved candidates will be available at the Embassy’s website. In every phase, the candidates will have 48 hours to appeal.

5.6. Those not selected in phase one, two or three will NOT receive any notification from the Embassy, neither their names will be in any list at the Embassy’s website. Thus, **candidates who do not receive any notification about his/her performance on the first, second or third phase are requested not to call the Embassy to know about the results.**

5.7. The Selection Committee will decide on any issues that may have not been anticipated in this document. Decisions of the Selection Committee are final and no appeals shall be accepted.

**6. APPEALS**

6.1. The candidates will be allowed to request viewing his/her own test and to file an appeal against the results of the exams. The deadline for filing appeals is 48 hours after the disclosure of each result and must be done by email to the Selection Committee ([administ.manila@itamaraty.gov.br](mailto:administ.manila@itamaraty.gov.br)).

6.2. An appeal or request for a view submitted after the deadline or in a manner different from that stipulated in this notice will not be accepted.

6.3. The Selection Committee's final decision on the appeals will be final, there being, therefore, no appeal against the result of the appeal.

**7. CONTRACT**

7.1. The candidate classified in first place will be invited to sign a contract with the Embassy, the presentation of the following documents:

7.1.1. Original hard copies of all documents previously submitted as soft copies at the time of the application;

7.1.2. Graduation certificate or diploma;

7.1.3. Certificate of physical and mental health provided by a doctor referred by the Embassy;

7.1.4. Proof of absence of criminal records (NBI, police, and barangay clearances);

7.1.5. SSS number.

7.1.6. Brazilian citizens must also provide: certificate of compliance with the military service in Brazil (male candidates); certificate of compliance with electoral obligations in Brazil; and a declaration that he/she does not hold any position in the Brazilian public service.

7.2. The contract for full-time employment will include a six month probation period, and will be subject to the provisions of the Labor Code of the Philippines.

**8. VALIDITY OF THE SELECTION PROCESS**

8.1. In the event of withdrawal of the candidate classified in first place, noncompliance with the provisions of item 6 above or his/her unavailability to take up the position within a reasonable time, the next approved candidate will be called.

8.2. This selection process will be valid for one year, starting from the date in which its final result is made public. The remaining qualified candidates may be called if new vacancies for the same job open during the period of its validity.

Makati City, Metro Manila, July 17th, 2023

Sérgio Taam

President of the Selection Committee