



EMBASSY OF BRAZIL IN LJUBLJANA

SELECTION PROCESS

OFFICIAL ANNOUNCEMENT No. 01/ 2021

Pursuant to Decree No 1.570 of July 21, 1995 and the Minister of Foreign Relation's Directive of September 12, 1995, together with Law No. 11.440 of December 29, 2006—all of which regulate the selection process for locally hired employees—the Selection Committee designated by the Ambassador of Brazil in Ljubljana, hereby issues this public announcement inviting applications for **one (1)** locally hired temporary position, to be submitted from **JULY 15th through 30th, 2021**, in accordance with the provisions of this Announcement.

1. Employment Status

Local Assistants are hired locally by the Embassy of Brazil in Ljubljana to render temporary full-time technical, administrative and support services over a pre-determined period. The worker status of the Local Assistant in relation to the Embassy of Brazil in Ljubljana is subject to the federal laws of the Slovenia.

2. The Positions

The position is the following:

How Many	Title	Required Schooling	Sector	Salary
01	Administrative Assistant (AA)	High School	Administration	EUR 1.750,00

Services will be provided at the Embassy's Chancery.

3. Duties:

3.1. Administrative Assistant

The successful candidate will perform the following duties, but not exclusively:

- general administrative tasks;
- typing and copying documents;
- answering and fielding phone calls;
- writing documents in English and in Portuguese and Slovenian;
- receiving and analysing correspondence;
- performing internet searches related to end-of-sector activities;
- carrying out administrative and clerical duties in general;
- communicating with the internal and external public through e-mails and phone calls, using the Microsoft Outlook program;
- dedication, dynamism and team work.

The employee may, from time to time, may be asked to perform tasks that vary from those mentioned above, or even carry out another role within the same job category (Administrative Assistant).

4. Salary and benefits:

4.1. Administrative Assistant:

The Embassy is offering a gross monthly salary EUR 1.750,00. Brazilian citizens who cannot contribute to Social Security will be enrolled in the Brazilian Social Security System (with employees' contributions being deducted each month).

5. Application Requirements

5.1 Deadline: by **JULY 30th, 2021.**

5.2. Application Form:

The Attachment includes the appropriate form pertaining to the position.

5.3. Documentation:

- a) For Brazilians or other foreign nationals, proof of conformity with legal residency requirements for regular, full-time paid employment in the Slovenia;
- b) Proof of being at least 18 years of age, supported by documentation such as a driver's license, passport or birth certificate (as required under Brazilian law);
- c) Certification proving completion of middle school education or equivalent for the AA position;
- d) Curriculum Vitae or resume;
- e) one photograph;
- f) Brazilian citizens must also meet the following requirements:
 - For male applicants, proof of being current with military service requirements (reservist certification, certificate of dispensation from service, etc.);
 - Proof of being current with voting obligations (Electoral Discharge Certification, issued online through the Electoral Justice website, <https://www.tse.jus.br>); and
 - A statement that the applicant does not hold a position or job with the Brazilian government, either in Brazil or abroad.

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

Applicants must send the application form along with the required documentation by email to terna.oliveira@itamaraty.gov.br from **JULY 15th through 30th, 2021**. Applicants may also send the original application form (see attachment to this announcement), duly completed and signed, together with copies of documents described under item 5.3, by mail to the following address:

Embassy of Brazil
Personnel Section (Selection Process – Announcement 01/2021)
Trg Republike 3, Ljubljana
1000 Slovenia

7. Evaluation

7.1. Prior Selection:

The Selection Committee will review the qualifications, profiles, and experiences of the applicants based on the documents submitted.

7.2. Selection Procedures

Candidates, whose applications are accepted, based on the documents sent, will be submitted to tests in Portuguese and a job-related specific knowledge test pertaining to the position they are applying to.

The tests will take place at the Embassy and will last no more than one and half hour. Probable test dates will be as follows:

Position	Sector	Likely Date	Type of Test
Administrative Assistant (AA)	Administration	2nd August, 2021	Multiple choice or writing test

7.3 Interview

Candidates who get at least 70% of answers right will be interviewed at the Embassy. Interviews will be conducted by the Selection Committee, which will assign candidates a grade (A, B or C) in each of the following items:

- a) professional attitude;
- b) fluency in Portuguese;
- c) professional experience and profile suitable for the position for which they applied.

Likely date for **interviews** is as follows:

Position	Sector	Likely Date
Administrative Assistant (AA)	Administration	4th August 2021

8. Classification Criteria

Candidates will be ranked based on their final scores resulting from test grade and the interview.

9. Notification of hiring decision

The result of the selection process will be announced probably on **5th August 2021**.

The result of the selection process will be announced and posted on the Embassy's website

The results of the selection process will be valid for twelve (12) months as of the date of the announcement of the result. During this time, other approved applicants may be hired (according to the order in which the Selection Committee ranked each applicant) when a vacancy occurs in the employment category.

10. Certification of Physical and Mental Health and Criminal Record

The successful applicant must, on a date to be determined in due course, present certification of physical and mental health, as well as a clean criminal record. Any costs associated with this requirement are the responsibility of the applicant.

11. Hiring

The contract period of the successful applicant (first-place qualification in selection process) for an initial period of probation of three months shall take effect upon completion of the due legal procedures, and shall be contingent upon submission of the supporting documentation listed under item 3.2 (letters “a” to “f”) and item 11.

The Selection Committee

EMBASSY OF BRAZIL IN LJUBLANA

**Selection Process for an Administrative Assistant
(temporary)**

Application Form – Announcement no. 01/2021

I would like to apply for the temporary position of: ADMINISTRATIVE ASSISTANT.

Name: _____

Home Address: _____

Telephone (Home): (_____) _____ Cell: (_____) _____

E-mail: _____

I hereby certify:

1. that I agree with the terms and conditions established in Announcement no. 01/2020.
2. that I do not hold a position or job with the Brazilian government, either in Brazil or abroad.

I hereby attest:

to the fact that I am applying to a position that does not constitute public duties or employment regulated by Brazilian law.

Date: ____/____/____ **Signature:** _____

Please attach your CV or resume, references or recommendations letters, and copies of all applicable documents listed under item 5.3 – Documentation.

Send documents by email to: terna.oliveira@itamaraty.gov.br

Address to send documents, if not possible to send by email:

Embassy of Brazil
TRG REPUBLIKE 3,
LJUBLJANA, 1000