



**EMBASSY OF BRAZIL IN OSLO**  
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**PUBLIC NOTICE N. 2 - SELECTION PROCESS FOR HIRING A CHANCELLERY SUPPORT ASSISTANT –  
GENERAL SERVICES/DRIVER**

The Embassy of Brazil in Oslo makes public that, between **June 9<sup>th</sup> to June 23<sup>rd</sup> 2022**, applications will be open in the selection process for the hiring of a Chancellery Support Assistant – general services/driver.

2. The selection process dealt with in this Notice aims to fill a vacancy for Chancellery Support Assistant - general services/driver. The selected professional will perform general service tasks, including the role of driver in driving vehicles for the transport of people and goods. Other related tasks can be delegated by the head of the Embassy or by the Administration sector.

3. The monthly basic salary will be NOK 29,000.00 (twenty-nine thousand Norwegian kroners). The employment contract will last for one year, and the initial 90 (ninety) days will be considered a probation period. The contract may be renewed in writing.

4. The selection process will be conducted by the Selection Committee (hereinafter referred to as "Commission") designated by the Head of the Post and, insofar as it does not conflict with the relevant local regulations, will be governed by the provisions of the Ministerial Ordinance of September 12, 1995, published in the Brazilian Official Gazette (Diário Oficial da União) of September 25, 1995, which provides for the selection process for hiring local assistants, as well as by Decree No. 1.570, of 1995, of the Federative Republic of Brazil.

6. Applications may be made by depositing a copy of the following documents in the Embassy's mailbox or sending an electronic message to [administra.oslo@itamaraty.gov.br](mailto:administra.oslo@itamaraty.gov.br):

- valid identity document/passport;
- curriculum vitae in Portuguese or English;
- copy of proof of regular residence status and permission to work in Norway (non-Norwegian candidates);
- copy of driver's license valid in Norway
- two reference letters.

7. The registration message must be titled "Registration in the selection process for Chancellery Support Assistant - driver".

8. Only candidates who already have a valid residence permit in Norway - with authorization to carry out full-time paid work in the country -, whose maintenance and/or renewal is not linked to the employment contract, will be considered.

9. Enrolment in the selection process is free.

10. The Commission will evaluate candidates in three stages:

a) Analysis of the curriculum and documentation;

b) Interview and oral assessment in English, Norwegian or, where applicable, Portuguese;

c) Practical driving test.

11. The analysis of CVs and documentation will consider the candidate's previous experience, references, and the fulfilment of the requirements of this public notice and the pertinent legislation. The Commission will select the best CVs and invite candidates for the second phase. Resumes of candidates with previous experience in diplomatic missions or consular offices, even if from other countries, will be evaluated favourably.

12. The second phase will take place at the Embassy headquarters on a date and time to be informed to candidates by electronic message. During the interview, the following criteria will be evaluated: experience, suitability for the professional profile required for the job and ability to speak orally in English, Norwegian or, if applicable, Portuguese. Interviewers may ask questions aimed at assessing the candidate's knowledge of Norwegian traffic legislation, as well as public places and points of interest in and around Oslo.

13. The Commission will assign a score from zero to ten for each candidate participating in the second phase. Candidates who obtain grade seven or higher will be considered approved for the third stage.

14. The third phase will consist of driving an Embassy vehicle. The practical test will last for up to 20 minutes and will begin at the Embassy headquarters, on a date and time to be informed to the selected candidates. Candidates will be evaluated according to the following criteria: knowledge of Oslo's landmarks and landmarks, personal presentation, professionalism, knowledge of Norwegian traffic legislation, defensive driving, and basic mechanics (the committee may ask the candidate to verify of oil and water, as well as the condition of tires and battery).

15. The Commission will assign a score from zero to ten for each candidate participating in the third phase. Candidates who obtain grade seven or higher will be considered approved in the competition.

16. The result of the selection process will consist of the arithmetic average of the grades of the second and third stages.

17. The result of the third phase and the result of the selection process will be published on the Embassy's website, <http://oslo.itamaraty.gov.br/>, on the probable date of June 30th, 2022. Approval in the selection process does not constitute a right to contract.

18. The Embassy will be the employer of the Chancellery Support Assistant, and the hiring will not imply any relationship with the Brazilian Foreign Service. The employment relationship will be governed by Norwegian labour law.

19. The contract will be subject to the following criteria:

a) Driver's license valid in Norway, which allows the candidate to drive Embassy vehicles;

- b) Declaration in which the candidate certifies awareness of the job is not to be confused with employment or public service under Brazilian law and that eventual employment relationship with the Embassy will be governed by local labour law;
- c) Proof of regular residence status and legal permission to carry out remunerated activity in Norway;
- d) Clearance of criminal record;
- e) Be at least 18 (eighteen) years of age;
- f) Presentation of high school graduation certificate or equivalent;
- g) If the candidate is Brazilian, statement that the candidate does not hold a public position, job or function;
- h) Have proven physical and mental aptitude, by medical certificate, to perform the duties of the position;
- i) In the case of Brazilian candidates, proof of compliance with electoral obligations;
- j) In the case of a male Brazilian candidate, proof of discharge with military obligations.

20. The selection process will be valid for 12 (twelve) months, non-extendable, from the date of publication of its final result. Approved and unclassified candidates may be used later if a vacancy post arises in the same position for which they applied.

Oslo, June 8th 2022.

The Selection Committee