



CONSULATE GENERAL OF BRAZIL IN SAN FRANCISCO

NOTICE OF EMPLOYEE SELECTION PROCESS #02, of February 21th, 2024

The Consul General of Brazil in San Francisco makes it public that, under Decree 1,570, July 21, 1995, and the Order of September 12, 1995, of the Minister of State for Foreign Affairs, the Consulate General of Brazil in San Francisco is accepting applications to one full time position of Driver/General Services Employee. The employee selection process will be guided by the provisions listed below:

1. REQUIREMENTS

1.1 The applicant must meet the following:

- 1.1.1. if non-American. citizen must be in compliance with the U.S.A. immigration law: Green Card holder or work permit holder;
- 1.1.2. be 18 years or older, proven by valid legal document, such as ID card, passport or birth certificate;
- 1.1.3. have a clear U.S.A. criminal background check. If Brazilian, must also present the “Certificado de Bons Antecedentes” obtained through Federal’s Police page <https://servicos.dpf.gov.br/antecedentes-criminais/certidao>;
- 1.1.4. if Brazilian male, must be up to date with military obligations;
- 1.1.5. if Brazilian, must be up to date with the electoral obligations (certificate can be obtained on the page of the Superior Electoral Court <http://www.tse.jus.br/eleitor/certidases/certidao-de-quitacao-eleitoral>);
- 1.1.6. have proof of completion of elementary education;
- 1.1.7. have English language skills (reading and speaking);
- 1.1.8. have Portuguese language skills (reading and speaking);
- 1.1.9. be a California driver’s license holder;
- 1.1.10. present a signed declaration of knowledge that the position available does NOT classify as a public employment or public function, according to the Brazilian law. In addition to that, the applicant must declare that she/he currently does not hold any public office or public employment in Brazil – (please see template attached to this notice); and, is not beneficiary of pension granted in Brazil.
- 1.1.11. present proof of enrollment in the local social security system (Social Security) or impossibility of membership due to legal impediment.

1.2. All the documentation requested on items 1.1.1 through 1.1.11 must be presented in its original at the occasion of the first phase of the selection process on **March 11th 2024**.

2. APPLICATION PROCESS

2.1 Applications will be accepted from **February 21st through March 7th, 2024**, subject to possible extension, at the Selection Committee discretion.



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2.2. Applications will only be accepted upon presentation of all documents listed below:

2.2.1 Application form, fully completed and signed; and,

2.2.2 Professional Resume, and recommendation letter at the applicant's discretion.

2.3 In order to have the application approved, the applicant must send an e-mail with his/her résumé to

adm.sf@itamaraty.gov.br

2.4 No information will be provided by telephone. All questions must be sent to: adm.sf@itamaraty.gov.br, with the following subject: "DRIVER/GENERAL SERVICES SELECTION PROCESS".

2.6 The names of the approved candidates will be posted on the Consulate webpage (<https://www.gov.br/mre/pt-br/consulado-sao-francisco/>) on **March 8th, 2024**.

3. ADDITIONAL INFORMATION

3.1 The duties of this position encompass driving and general service support.

3.2 The Driver and General Service position applicant must complete an 8-hour day shift, 40 hours of work per week, Monday to Friday, from 08:30am to 5:00pm, with a half-hour lunch break. He or she may be required to work a different schedule, entitled to non-financial compensation for overtime.

3.3 The selected applicant will sign a hiring contract with the Consulate General of Brazil in San Francisco. Employment will follow the State of California, U.S. Federal labor laws in combination to the Brazilian chapter V of Law 11,440, of 12/29/2006 and by Decree 1,570, dated July 21, 1995.

3.4 In order to sign the hiring papers, the selected applicant must present originals and copies of all listed on item 1.1.

3.5 At the time of signature of the contract, the selected applicant must present a local medical certificate stating physically and mentally ability for the performance of his duties.

3.6 If it is not possible to present the documentation mentioned in items 3.4 and 3.5, the selected applicant will be disqualified, and the position will be filled by the next applicant with the second-best score and so on.

3.7 All requirements listed on item 1.1 will be enforced during the entire term of the Driver and General Service contract.

4. COMPENSATION AND BENEFITS



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4.1 Gross monthly compensation of US \$ 3,628.94 (three thousand, six hundred twenty dollars and ninety-eight cents).

4.2 The selected applicant and his or her dependents are entitled to full medical and dental insurance, under the collective agreement sponsored by the Consulate General.

4.3 Paid vacations.

4.4 If Brazilian, the selected applicant may be enrolled in the Brazilian Social Security.

5. SELECTION PROCESS

5.1 The selection process will be carried out in two phases:

5.1.1 **First Round (eliminary and classificatory)** Interview – **March 11th 2024**, at the Consulate General of Brazil in San Francisco at 10:00 am. Please present all documentation required in item 1.1 for review. The applicants, with approved applications, will be oral interviewed to verify their speaking skills in both Portuguese and English as well as their ability for the position.

5.1.2 Applicants who do not present the original documents to prove all requirements listed on item 1.1 will be, automatically, eliminated from the selection process.

5.1.3 The names of the approved applicants to move forward to the second round, will be posted on the Consulate page (<https://www.gov.br/mre/pt-br/consulado-sao-francisco>), **March 12th 2024 by 5:00pm**.

5.1.4 Appeals related to the first round must be sent to the email address adm.sf@itamaraty.gov.br until by March 12th by 5pm. Any appeals sent to any other email address will be disregarded.

5.1.5 **Second Round (Classificatory)** Driving Test – **March 14th, 2024**, starting at 10:00 am at the Consulate General of Brazil in San Francisco.

5.1.6 The applicant will drive a course, to be determined at that moment, in the company of a Consulate personal. The applicant's, driving aptitude, knowledge of traffic rules and defensive driving will be evaluated.

5.1.7 Failure to appear at any round of this selection process will result in the elimination of the applicant.

5.1.8 The **final results** of the selection process will be posted on the website of the Consulate General (<http://saofrancisco.itamaraty.gov.br/>), by 5:00 p.m. **on March 15th, 2024** and will be visibly posted of at the door of the Consulate General.

5.1.9 Appeals related to the second round must be sent to the email address adm.sf@itamaraty.gov.br until by **March 17th 2024 by 5pm**. Any appeals sent to any other email address will not be accepted.



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6. FINAL PROVISIONS

6.1 The applicant with the highest score will be selected to fill the position of Driver and General Service Employee. He or she will be notified via email and or phone call and must come to the Consulate no later than fifteen (15) days from the notification to present all original documents and sign the hiring paper work. The non-compliance will result in elimination of the applicant's selective process and the applicant with the next higher score will be called to fulfill the position.

6.2 The present selection process will be valid for twelve (12) months, counted from the date of its conclusion by means of the disclosure of its final result, on the probable date of **March 18th, 2024**.

6.3 The cases not covered herein shall be decided by the Selection Committee.

San Francisco, February 21st, 2024.

Ronaldo Costa Filho
Consul General

**EMPLOYEE SELECTION PROCESS FOR THE POSITION OF DRIVER AND
GENERAL SERVICE EMPLOYEE**



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Application Form

NAME			
ADDRESS			
PHONE		E-MAIL	

I hereby acknowledge and agree with the terms and conditions of the selection process for the position of Driver/General Services Employee at the Consulate General of Brazil in San Francisco. I also state that I meet the requirements listed on item 1 of Notice No. 3 of August 12, 2022, of the Consulate General of Brazil in San Francisco.

SIGNATURE: _____

DATE: _____

(DECLARATION TEMPLATE - item 1.7)



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DECLARATION

I, **- the full name of the applicant -** hereby declare that I am aware that the job I am applying for is not a job or public function governed by Brazilian law.

I further declare that I do not hold a position, job or public function registered under Brazilian law and that I am not beneficiary of pension granted in Brazil.

(City), (Date).

Signature of the applicant

Full name of the applicant