VACANCY CALL FOR APPLICATIONS N. 02/2025

**SUPPORT ASSISTANT AT THE OFFICIAL RESIDENCE:**

**CLEANER AND HOUSEKEEPER**

The Embassy of Brazil in Tbilisi hereby announces, through a Selection Committee appointed by the Chargé d’Affaires, a.i., that it will carry out a selection process to form a reserve roster and hire one (1) Support Assistant (Cleaner and Housekeeper) for the Official Residence, located in Tbilisi, Georgia, in accordance with Decree No. 1,570, dated 21/07/1995, the Ordinance of the Minister of State for External Relations, dated 12/09/1995, Law 11,140, of 29/12/2006, and the provisions of this Notice:

**1. POSITION AND RESPONSIBILITIES**

**1.1. Job Purpose**

The Support Assistant will be responsible for general service tasks, mainly working as a cleaner and housekeeper, as defined in the employment contract.

Duties will be performed at the Official Residence, though the employee may occasionally be assigned to other locations designated by the Embassy of Brazil in Tbilisi.

**1.2. Main Duties and Responsibilities**

The Support Assistant will perform daily cleaning and household tasks similar to those of a house attendant, including but not limited to:

1. Cleaning, dusting, and tidying all areas of the residence, including furniture, silverware, crystal, and decorative objects.
2. Washing, ironing, and properly storing linens, clothing, and laundry items.
3. Changing and maintaining bed linens, tablecloths, and bathroom towels as scheduled.
4. Assisting the chefwith basic kitchen tasks such as washing dishes, cleaning surfaces, and organizing storage areas.
5. Helping manage the inventory and purchase of cleaning and household supplies, in coordination with the Administration Sector of the Embassy.
6. Providing general care and assistance in maintaining the property in excellent condition.
7. Assisting the butler or house manager in welcoming and attending to guests, providing a hospitable atmosphere.
8. Supporting communication with service providers and suppliers for the Official Residence.
9. Assisting with table service during meals, including setting and clearing tables.
10. Supporting official events such as breakfasts, lunches, dinners, and receptions, in a courteous and professional manner.
11. Inspecting residence areas and reporting any maintenance needs or household requirements to the butler or house manager.
12. Assisting with rearrangement of furniture and objects as needed.
13. Performing other related tasks within the Official Residence as requested.

**1.2.1. Scope of Responsibilities**

The duties include responsibility for all indoor areas of the four-floor residence. However, it is not expected that the entire space be cleaned or organized in a single day; tasks will be scheduled and distributed reasonably over time.

**1.2.2. Additional Assignments**

Other assignments may be agreed upon between the Embassy administration and the employee.

**2. COMPENSATION**

**2.1. Salary**

A **gross** monthly salary of GEL 2,610.84 (two thousand six hundred and ten lari and eighty-four tetri).

**2.2. Food Allowance**

Reimbursement for documented food expenses (food allowance) may be provided at the sole discretion of the Embassy, in accordance with the Embassy’s internal regulations.

**2.3. Private Health Insurance**

Following the successful completion of the 3-month probationary period, private health insurance may be provided at the sole discretion of the Embassy, in accordance with the Embassy’s internal regulations.

**2.4. Other Compensation**

No other forms of compensation are foreseen.

**3. ELIGIBILITY AND APPLICATION REQUIREMENTS**

**3.1. Basic Eligibility**

1. At least 18 years of age.
2. Legal residency with permanent status and permission for paid work in Georgia (for non-Georgian citizens).
3. Not having family relations (up to the second degree) with any official or local employee working at the Official Residence or at the Embassy of Brazil in Tbilisi.

**3.2. Application Process**

Candidates must fill out an electronic application form available at: <https://forms.office.com/r/qxGmb40hJm> until June 22, 2025.

Based on the electronic application forms, the Selection Committee will invite suitable candidates to submit scanned copies of the documents listed in sections 3.3 and 3.4 via email.

**3.3. Mandatory Documents for Registration (Invited candidates only)**

1. Curriculum vitae (CV), preferably in English, with a recent photo and relevant experience.
2. Identity (ID) document proving minimum age of eighteen (18).
3. Proof of legal residence with permanent status and permission to work in Georgia (for non-Georgian citizens).
4. For Brazilian candidates only: certificate of electoral discharge.
5. For male Brazilian candidates only: military service discharge certificate.

Only complete applications with all mandatory documents will be accepted.

**3.4. Optional Documents (Invited candidates only)**

1. Diplomas or certificates of professional training.
2. Professional recommendation letters.

**3.5. Documents Required During Interview Phase (Invited candidates only):**

Candidates invited to interview must present the following documents:

1. Certificate of physical and mental fitness issued by an official institution of Georgia.
2. Criminal record certificate (issued within the last 3 months).

At the sole discretion of the Embassy, these documents may be presented at a later stage by candidates.

**4. EMPLOYMENT AGREEMENT REGIME**

**4.1. Governing Law**

The employment agreement between the employee and the Embassy of Brazil in Georgia is governed by the labor laws of Georgia.

**4.2. Employment Status**

This selection process does not constitute recruitment for the public service, and the Support Assistant position is not a role within the Brazilian public service.

**4.3. Contract Terms**

The selected candidate will sign a temporary 12-month contract with a three-month probationary period. If both parties agree, the contract may be renewed after the first year.

**4.4. Working Hours**

The working week is 40 hours, typically 8 hours per day. Working hours and days may vary according to the schedule defined by the employer. The hired individual may be called upon to meet special demands whenever necessary, and any overtime will be compensated by equivalent rest hours.

**5. SELECTION PROCESS**

**5.1. Selection Phases**

According to the tentative schedule established in Annex I, the selection process will consist of a minimum of three phases:

1. Pre-selection.
2. Document analysis.
3. Curriculum vitae analysis.
4. Interview and presentation of additional mandatory documents (item 3.5).

**5.2. Pre-Selection (Phase 1)**

The pre-selection phase is eliminatory and consists of submitting the electronic application form, which will be evaluated by the Selection Committee. Only candidates considered suitable for the position will be invited for the document analysis phase.

**5.3. Document Analysis (Phase 2)**

The document analysis phase is eliminatory and consists of submitting all mandatory documents as outlined in section 3.3.

**5.4. Curriculum Vitae Analysis (Phase 3)**

Candidates approved in the document analysis phase will be considered for the curriculum vitae analysis phase. In this phase, which is classificatory, the Selection Committee will consider the compatibility of qualifications with the offered position, based on the documents presented.

Candidates with relevant experience will be prioritized.

Criteria for analysis include educational background and professional experience, as well as the optional documents mentioned in item 3.4.

**5.5. Interview (Phase 4)**

Selected candidates will be called for an interview, to be held tentatively on the date specified in Annex I, at an address to be informed to the candidates in due course.

The interview will assess the candidate's language and communication skills, professional demeanor, problem-solving abilities, availability for flexible working hours, and suitability for working in a formal residential environment. Candidates will also be evaluated on their interpersonal skills and ability to handle the specific requirements of the Official Residence.

Candidates must bring a photo ID, as well as the additional documents listed in section 3.5, which are mandatory to present, under penalty of disqualification from the selection process.

**5.6. Language Skills**

English language skills will be highly valued. Other languages (Portuguese, Spanish, French or Russian) will be considered an asset.

**5.7. Practical Test (Phase 5)**

In order to verify the abilities and skills of the pre-approved candidates, the Embassy might, at its full discretion, call for a practical test at the Official Residence, which will function as a fourth phase of the selection, and will be classificatory.

**5.8. Evaluation Criteria**

The final results will consider a grade up to 10 (ten) points, based on the leverage of the above criteria: 3 (three) points for the curriculum vitae analysis, and 7 (seven) points for the interview stage.

In case a practical test is undertaken, the final results will consider a grade up to 20 (ten) points, based on the leverage of the above criteria: 3 (three) points for the curriculum vitae analysis, 7 (seven) points for the interview stage, and 10 (ten) points for the practical test.

The grades will be registered in decimals. In case of a draw, the candidate with the highest score in the interview will be selected.

**6. SUBMISSION OF APPEALS**

**6.1. Appeal Process**

Appeals against the results of the selection process must be submitted within 24 hours after provisional results are announced, via email to [admin.tbilisi@itamaraty.gov.br](mailto:admin.tbilisi@itamaraty.gov.br). Appeals will not suspend the process.

**6.2. Appeal Deadline**

Appeals submitted after the deadline or in any format other than that specified in this call for applications will not be accepted.

**6.3. Final Decision**

Appeals will be reviewed and decided by the Embassy, with no further appeals allowed.

**7. RESULTS AND HIRING**

**7.1. Publication of Results**

Final results will be published on the Facebook page of the Embassy of Brazil in Tbilisi (<https://www.facebook.com/embassy.brazil.tbilisi>) on the tentative date specified in Annex I.

**7.2. Contract Signing**

The selected candidate must report to the Embassy of Brazil on the date specified in the final results of the selection process to sign the contract, upon presentation of the originals of the supporting documentation required in Section 3.

**7.3. Social Security Registration**

Proof of registration in Georgia’s social security system may be required before hiring.

**7.4. Validity of Selection Process**

This process is valid for 12 months from publication of results. During this period, other approved candidates may be called, in order of classification, in case of vacancies in the same employment category, whether permanent or temporary.

**8. GENERAL PROVISIONS**

**8.1. Terms and Conditions**

By applying, candidates agree to the conditions outlined in this notice.

**8.2. Unforeseen Situations**

Any situations not described in this notice will be resolved by the Selection Committee.

Tbilisi, May 23rd, 2025.

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| CESAR NASCIMENTO | PAULO R. DALLAGNOL | MARIAM LOMSADZE |

**ANNEX I -- SCHEDULE OF THE CALL FOR APPLICATIONS**

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| Activities | Tentative Dates |
| Call for Applications Published | 26 May 2025 |
| Application Period | 26 May to 22 June 2025 |
| Pre-Selection of Candidates (Phase 1) & Invitation to Submit Documents and CV via Email | 23 to 25 June 2025 |
| Deadline for Submission of Documents and CV (Selected Candidates Only) | 29 June 2025 |
| Document and CV Analysis (Phases 2 and 3) | 30 June to 03 July 2025 |
| Publication of Shortlisted Candidates for Interview | 04 July 2025 |
| Interviews (Phase 4) | 7 to 11 July 2025 |
| Expected publication of provisional results | 14 July 2025 |
| *Practical tests (Phase 5 - at the Embassy’s discretion)\** | *To Be Determined* |
| Deadline for Submitting Appeals | 16 July 2025 |
| Expected Publication of Final Results | 17 July 2025 |
| Expected Date for Contract Signing | 18 July 2025 |
| Expected Start Date of Employment | 21 July 2025 |