



EUROPEAN UNION
DELEGATION TO BRAZIL

THE EUROPEAN UNION DELEGATION TO BRAZIL IS LOOKING FOR A DRIVER

We are:

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation in Brasilia represents the European Union in the Federal Republic of Brazil, working in close coordination with the Embassies of the EU Member States. The Delegation ensures bilateral relations in the political, economic, trade, scientific, technological and cooperation areas within the framework of the Strategic Partnership with Brazil.

The Delegation's main tasks include:

- to promote and defend the values and interests of the EU;
- to give visibility and promote awareness of the EU in Brazil;
- to ensure the promotion and follow-up of EU priorities and policies in areas of mutual interest;
- to carry out the tasks of the local EU Presidency;
- to support other EU Delegations in the region, in particular in the areas of cooperation and IT services.

We offer:

We offer a post of Driver. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Driver – this job function may be changed in accordance with the needs of the Delegation. Under this job function, the successful candidate will provide assistance to the Head of Administration (HoA) and to the Head of Delegation (HoD).

Specific tasks include the following:

- To drive the official vehicles of the Delegation, respecting strictly the circulation code
- To transport staff members and EU Delegation's visitors to meetings and events
- To immediately report any traffic incident/accident to the HoA
- To maintain on daily basis the cleanness of the vehicles
- To control on daily basis the technical aspects of the vehicles
- To immediately report to the HoA any technical issue related to the vehicles
- To keep record of all trips on the vehicle's board book
- To offer technical expertise to the HoA regarding the maintenance of the vehicles
- To distribute/pick up courier to/from external parties
- To deal with small purchase requested by the ADMIN section
- To assist in the logistic support of the Delegation and the Residence
- To assist in the logistic support of the events organised by the Delegation outside its premises
- To assist in any other operational and/or administrative task for the well-functioning of the Delegation

The working environment and conditions are as follows:

- **Place of employment:** Brasilia
- **Group and starting basic salary:** Group 5 – Minimum basic salary 4.476 BRL (Providing selected candidate meets the criteria of minimum of 3 years' of experience)
- **Working hours:** Monday to Thursday: from 09h00 to 14h30 and from 15h30 to 18h00 and Friday 08h00 to 13h30 – Total 37.5 hours per week. The working hours can be changed according to local law and by needs of the Delegation.
- We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

We look for:

- Education, knowledge and skills: Primary School. Secondary School would be an asset
- Languages: Excellent Knowledge of Portuguese and basic knowledge of English
- Qualification: drivers licence "D"
- Minimum working experience: after obtaining, the qualifications mentioned above candidates have acquired at least three (3) years of professional experience related to tasks described above. Experience working within an Embassy or international organisation and knowledge of car mechanic will be an asset.

- Character references: Politeness; discretion; punctuality; responsibility; correct physical presence; ability to work alone and/or in a team; ability to deal with stress situations.

How to apply

- Please send your application and supporting documents to:

DELEGATION-BRAZIL-VACANT-POSTS@eeas.europa.eu

- The package should include a cover letter and a detailed Europass CV, both in Portuguese. (<https://europass.cedefop.europa.eu/documents/curriculum-vitae>)

The selection procedure will consist in three steps:

- Evaluation of written applications,
- Invitation for interview for shortlisted candidates,
- Practical evaluation.

The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to:

DELEGATION-BRAZIL-VACANT-POSTS@eeas.europa.eu

Deadline for applications: 06th June 2021

Brasília, 12 May 2021

(e-signed)

Ignacio Ybáñez
Ambassador
of the European Union to Brazil