VACANCY ANNOUNCEMENT N. 01/2024

Position: Administrative Assistant

The Embassy of the Federative Republic of Brazil in Myanmar announces the public selection process for the recruitment of one Administrative Assistant (full-time basis). The Administrative Assistant will be a local staff of the Embassy of Brazil in Myanmar, appointed independently of his/her nationality, and hired in accordance with the laws of the Republic of the Union of Myanmar. The Administrative Assistant will be placed in any sector, according to the interest and needs of the Embassy.

JOB DESCRIPTION AND BENEFITS

The Administrative Assistant recruited will be requested to perform various tasks in different sectors of the Embassy, such as:

• Provide general assistance to the public, in person, by email or telephone;
• Receive and separate all correspondence for distribution inside the Embassy;
• Provide information to the public enquiring about consular services;
• Assist relationships with banks, companies and government branches.
• Facilitate contact with local authorities;
• Prepare texts and correspondence, provide services and written translations in both the English and Myanmar languages;
• Assist Accounting department;
• Be available for occasional external services that require traveling within and outside Yangon (at no cost to the employee);
• Show interest to learn Portuguese, in case the candidate does not speak the language.
• Provide other administrative and support tasks as required by the Embassy;

- Working hours: 40 hours/week.
- Monthly salary: USD 1,000.00 (one thousand dollars);
- 13 monthly salaries per year (i.e. 12 months’ salary plus bonus equivalent to one month salary, per year);
- The contract will be signed for a year with the possibility of yearly renewals.

More information on how to apply (from February 28th to March 15th) is available on the following address: https://www.gov.br/mre/pt-br/embaixada-yangon/english/vacancy-announcements