**Hiring Process Code:** AN03/2018

**About Apex-Brasil**

The Brazilian Trade and Investment Promotion Agency (Apex-Brasil) works to promote Brazilian products and services abroad, the internationalization of Brazilian companies and to attract foreign investment to strategic sectors of the Brazilian economy.

The Agency´s efforts comprise business intelligence development, trade and prospective missions, business rounds, support for the participation of Brazilian companies in major international trade fairs, arrangement of technical visits of foreign buyers and opinion makers to learn about the Brazilian productive structure, and other select activities designed to strengthen the country’s branding abroad.

Apex-Brasil also plays a leading role in attracting foreign direct investment (FDI) to Brazil, by working to identify business opportunities, promoting strategic events and lending support to foreign investors willing to allocate resources in Brazil.

We are currently seeking an **“Senior Investment Analyst”** to join our Brussels team.

**Your role:**

You will be responsible for:

* Produce critical analyses and recommendations based on a collection of data, themes, stakeholders and information to assist investors.
* Research foreign businesses in Europe for prospective investment in Brazil, and map investors with investment potential in the representative office’s country of operation.
* Analyze potential investors’ profile to understand and map their decision-making process and growth strategies, and develop an understanding of the Brazilian sectors and segments holding the possibility to attract investments.
* Collaborate with the C.O.O. in the planning and execution of strategies to attract and the preparation of the sectoral value proposal.
* Secure and mobilize the business segment through specialized consulting the Brazilian businesses looking to attract investment in the region.
* Formulate and organize meetings, business conferences and events to attract investments in the covered markets for Apex-Brasil and related stakeholders, including the preparation of the event program, presentation, talking points and partnerships.
* Monitor and map the main stakeholders.
* Represent Apex-Brasil at events organized by Apex-Brasil and third parties in the covered markets.

**Your profile:**

You have:

* Education level: Bachelor´s degree or above in business administration, foreign trade, international relations or economics.
* Fluency Portuguese and English (written and oral);
* At least 5 (five) years of relevant work experience in the mentioned areas.

**Why apply?**

This is a unique opportunity to join a great Brazilian organisation with highly talented colleagues in an international working environment;

Monthly Gross Salary: € 4.712,27;

Benefits: Transport (STIB), meal voucher and DKV medical insurance extended to dependents;

Comission Paritaire 200.

**Interested? Selection Process:**

Complete application should be sent to hr.europe@apexbrasil.com.br with all attached documents. Email must include:

1. The information contained in the Application Form template;

2. Curriculum vitae, scanned copy of diploma(s) and proof of experience based on the minimum requirements of the position, such as letter of recommendation, certificate of employment, etc;

3. In the case of a foreign (non-European) candidate, he/she must have a valid work permit. A scanned copy must be included in the application. Note: Apex-Brasil Office does not sponsor work permits for foreign employees.

The acknowledgement about applications will be informed to candidates by a reply e-mail from hr.europe@apexbrasil.com.br.

Applications duly received will be evaluated.

Accepted applications only will allow candidates to be asked for the written exam.

The accepted applications will be informed to candidates by e-mail from hr.europe@apexbrasil.com.br.

**Written Exam**
Candidates will be asked to take a 90 minute exam comprised of 2 questions, to be written in 2 separate languages, and will be given a maximum of 20 lines for each answer.

**Content that may be covered:**

1. International Trade

2. Foreign Investment

3. International Trade and Investment Promotion

4. Trade and Investment Relations between Brazil and the European region

5. Project Management Techniques and Tools

6. Investment attraction strategies

**Criteria for correcting and assessing written exams:**

1. Technical and scientific knowledge of the material;
2. Attention to the theme suggested in the question;
3. Clarity of the arguments;

4. Creativity;
5. Appropriate use of language.

**Each of the criteria noted above must be assessed with the following score system:**1. Does not understand: 0 point;
2. Partially understands: 1 point;
3. Demonstrates complete understanding: 3 points.

The minimum grade accepted to allow the candidate to progress to the next stage is 60% of the maximum possible written exam score.

Up to 10 candidates with the best Written Exam results will be selected to move forward to the Academic Formation and Work Experience Analysis.

If candidates obtain the same score, additional criteria will be considered:

1. Amount of time spent, if any, at another Apex-Brasil office;

2. Candidate’s field of expertise as it relates to the position;
3. Title rank held in previous work experience.

The Written Exam results will be informed to candidates by e-mail from hr.europe@apexbrasil.com.br.

**Academic Formation and Work Experience Analysis**

The Academic Formation and Work Experience Analysis is determined by a point-base system, in addition to minimum requirements, which will be summed to the Written Exam results, as follows:

1. Bachelor’s degree: 1 additional point (per certificate additional);

2. Post-Graduate degree: 1 additional point (per certificate additional);

3. Master’s degree: 2 additional points (per certificate additional);

4. Doctorate degree: 3 additional points (per certificate additional);

5. Relevant work experience: 1 additional point per year of work (per year additional);

Up to 05 candidates with the best summed results (Written Exam result plus Academic Formation and Work Experience Analysis result) will be selected to move forward to the Interview.

If candidates obtain the same score, additional criteria will be considered:

1. Amount of time spent, if any, at another Apex-Brasil office;

2. Candidate’s field of expertise as it relates to the position;
2. Title rank held in previous work experience.

The summed results (Written Exam result plus Academic Formation and Work Experience Analysis result) will be informed to candidates by e-mail from hr.europe@apexbrasil.com.br.

**Interview**
Up to the top 5 candidates from previous phases of the selection process will be invited for an interview.

**Content that may be covered:**

1. International Trade

2. Foreign Investment

3. International Trade and Investment Promotion

4. Trade and Investment Relations between Brazil and the European region

5. Project Management Techniques and Tools

6. Investment attraction strategies

**Criteria for assessing interviews:**1. Technical and scientific knowledge of the material;
2. Attention to the theme suggested in the question;
3. Clarity of the arguments;

4. Creativity;
5. Appropriate use of language.

**Each of the criteria noted above must be assessed with the following score system:**1. Does not understand: 0 point;
2. Partially understands: 1 point;
3. Demonstrates complete understanding: 3 points.

**If candidates obtain the same score, additional criteria will be considered:**1. Amount of time spent, if any, at another Apex-Brasil office;

2. Candidate’s field of expertise as it relates to the position;
3. Title rank held in previous work experience.

**Final results**

Notice of final interview results via personalized e-mail from hr.europe@apexbrasil.com.br.

**Additional Information**

a. On the day of the written exam and interviews, the candidate must bring **original identification**, and **arrive at least 20 minutes in advance**. b. The candidate will not be permitted into the room after the given start time of the exam.
c. A notice of approval during the selection process does not guarantee a position. The Apex-Brasil in Brussels will evaluate candidates, respecting the hiring procedure outlined here.
d. The candidate may request, only in writing, a request for appeal within a maximum period of 1 business day from the date of disclosure of the respective result.

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| **SELECTION PROCESS SCHEDULE** |
| **DISCLOSURE** | **DATE** |
| Disclosure of Process | July 16nd  |
| **APPLICATION** | **DATE** |
| Application deadline | August 20th t  |
| Notification of acceptance or rejection of Application and invitations for the Written Exam to nominated candidates, via individualized email.  | August 21st to August 24th  |
| **WRITTEN EXAM** | **DATE** |
| Written Exam  | August 29th  |
| Notification of the Written Exam results, via email.  | September 3rd  |
| **ACADEMIC FORMATION AND WORK EXPERIENCE ANALYSIS** | **DATE** |
|  Academic Formation and Work Experience Analysis (top 10 candidates). | September 5th |
| Notification of the summed results (Written Exam result plus Academic Formation and Work Experience Analysis result) and invitation for the Interview (top 5 candidates), via e-mail. | September 7th  |
| **INTERVIEW** | **DATE** |
| Interviews | September 10th to September 14th |
| Notification via email of results of interview. | September 18th |
| Start of activities | TBD (October) |

Application Form

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| **PERSONAL INFORMATION** |
| FULL NAME: |
| ADRESS: |
| GENDER: |
| NATIONALITY: |
| ID CARD NUMBER OR SIMILAR: |
| DATE OF BIRTH: |
| CELL PHONE: |
| CONTACT NUMBER |
| CONTACT E-MAIL |
|   |
| **ACADEMIC FORMATION** |
| COURSE 1: |
| DEGREE: |
| UNIVERSITY: |
| CITY/COUNTRY |
| END DATE:COURSE 2:DEGREE:UNIVERSITY:CITY/COUNTRY:END DATE:COURSE 3:DEGREE:UNIVERSITY:CITY/COUNTRY:END DATE: |
| **LANGUAGES** |
| LANGUAGE 1: |
| LEVEL: |
| LANGUAGE 2: |
| LEVEL: |
| LANGUAGE 3: |
| LEVEL: |
|   |
| **WORK EXPERIENCES** |
| COMPANY 1: |
| CITY/COUNTRY: |
| POSITION: |
| START DAE: |
| END DATE: |
| SCOPE OF WORK: |
|   |
| COMPANY 2: |
| CITY/COUNTRY: |
| POSITION: |
| START DAE: |
| END DATE: |
| SCOPE OF WORK: |
|   |
| COMPANY 3: |
| CITY/COUNTRY: |
| POSITION: |
| START DAE: |
| END DATE: |
| SCOPE OF WORK: |
|   |
| COMPANY 4: |
| CITY/COUNTRY: |
| POSITION: |
| START DAE: |
| END DATE: |
| SCOPE OF WORK: |
|   |