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**CALL FOR APPLICATIONS FOR TEMPORARY EMPLOYMENT AS SUPPORT STAFF AT THE  
EMBASSY OF SPAIN IN ADDIS ABABA**

In accordance, as applicable, with the provisions of the Resolution of the Secretary of State for Public Administration dated February 18, 2015, which establishes criteria for the selection of locally hired staff abroad, it is agreed to open a selection process according to the following:

**TERMS OF THE CALL**

**1. General Rules**

1.1. A selection process is called to fill ONE temporary support staff position through a free competition system.

The functions, salary, and other characteristics of the position are detailed in Annex I.

1.2. The selection process will consist of a competitive exam and merit-based evaluation, with the components, tests, and scoring detailed in Annex II.

1.3. Once the process is completed, the selected candidate(s) who meet the required criteria will be offered a contract corresponding to the number of vacancies announced.

1.4. This call will be published in full on the [General Access Point website of the Spanish Government](http://www.exteriores.gob.es/Embajadas/ADDISABEBA/es/Paginas/inicio.aspx), on the noticeboard of the Embassy of Spain in Addis Ababa, the Technical Cooperation Office in Addis Ababa, and on the Embassy's website:

<http://www.exteriores.gob.es/Embajadas/ADDISABEBA/es/Paginas/inicio.aspx>

**2. Candidate Requirements**

2.1. In order to be admitted to the selection process, candidates must meet the following requirements by the deadline for applications and maintain them until the employment contract is signed:

- 2.1.1. Age: Must be at least 16 years old and not exceed the legal retirement age.
- 2.1.2. Education: Must hold a Secondary Education Graduation Certificate or equivalent.
- 2.1.3. Functional capacity: Must have the physical and mental capacity to perform the required tasks.
- 2.1.4. Disqualification: Must not have been dismissed from public service or be disqualified from public employment by legal ruling. If a foreign national, he/she must not be barred from public employment in their home country under similar terms.

2.2. Non-Ethiopian candidates must hold a valid residence and work permit in Ethiopia at the start of employment. If the validity of this permit expires, the contract will be terminated.



### 3. Applications

3.1. Candidates must fill out the form included in Annex III, also available at the Embassy noticeboard and its website.

3.2. Applications must be submitted to the Embassy of Spain in Addis Ababa either electronically or in accordance with Article 16.4 of Law 39/2015. The deadline is July 14, 2025, at 14:00 local time.

Mailing address:

Embassy of Spain, Botswana Road, Addis Ababa.

Online submission via: <https://administracion.gob.es>

If sent by post, the application must be given an official entry stamp and received before the deadline; ordinary postmarks or receipts will not be accepted as proof.

In case of postal submission or submission through other public registries, applicants are advised to also email a scanned copy of the form (Annex III) and their ID/passport to: [emb.addisabeba@maec.es](mailto:emb.addisabeba@maec.es)

3.3. The application must be accompanied by:

- Copy of ID or passport
- Copy of the required qualification (see Annex I)
- Curriculum Vitae
- Supporting documents for the merits claimed in the competition phase

Failure to submit these documents will result in exclusion, except for merit documentation, in which case the candidate may still be admitted but will receive zero points for that section.

The aforementioned accompanying documents can also be submitted, in case needed, during the rectification period (see 4.1.)

3.4. Material or factual errors in the application may be corrected at any time upon request.

### 4. Admission of Applicants

4.1. After the deadline, an alphabetical list of admitted and excluded candidates (including ID/passport number) will be published, indicating reasons for exclusion. Candidates will have a rectification period of five working days to correct errors. This list will be posted on the Embassy noticeboard and website, along with the date, time, and place of the exam.

4.2. Further changes will be published through the same channels.

### 5. Selection Committee

5.1. The selection committee is listed in Annex IV.

5.2. The committee will ensure gender equality as stated in Article 14 of the Spanish Constitution.

5.3. Committee members must recuse themselves in case of:



- Conflict of interest
- Family or professional relationships with any candidate
- Personal enmity or prior involvement in the case

5.4. Candidates may also request recusal of any committee member for the above reasons.

5.5. The committee will be based at the Embassy of Spain in Ethiopia, Botswana Road, Addis Ababa.

Tel: +251 929136159 / +251 929136161

Email: [emb.addisabeba@maec.es](mailto:emb.addisabeba@maec.es)

## **6. Selection Process**

6.1. Candidates will be called to an exam session. Absence will result in disqualification.

6.2. After the exam session, the committee will publish the list of candidates who passed (minimum score required) with their scores. The committee will convey the candidates who passed the exam session to an interview.

6.3. After interviews, the committee will publish scores for each merit, the interview, and the total score. Candidates may appeal the decision in within five working days to submit claims or comments. Once reviewed, the final ranking will be published.

6.4. The committee may request ID verification at any time and may propose the exclusion of any candidate not meeting the requirements.

## **7. Completion of the Process**

7.1. Once all phases are complete, the chair of the committee will submit the list of qualified candidates by score order. Only those filling the number of available positions must submit the required documentation within five working days.

7.2. Only one contract will be signed, in line with the number of advertised positions.

7.3. Candidates will not be entitled to any salary until the contract has been signed.

7.4. A 15-day trial period will apply, during which performance will be evaluated.

7.5. If a selected candidate does not submit documentation, fails the trial, or withdraws, the position will be attributed to the next in line.

7.6. Ethiopian labor law will govern the contract.

## **8. Final Provision**

Candidates may file an optional administrative appeal against this call for applications within one month or a judicial review within two months from the day after this call is published, in accordance with Law 39/2015 and Law 29/1998. If an administrative appeal is submitted, judicial review may not be initiated until the former is resolved or dismissed.



Issued in Addis Ababa on July 7, 2025

Signed: Guillermo López Mac-Lellan, Ambassador of Spain in Addis Ababa

### **ANNEX I – Job Details**

- Position: Temporary Support Staff
- Contract Duration: 12 months
- Gross Monthly Salary: USD 3,120.24
- Functions: General Embassy administration, consular assistance, political affairs, secretariat, any other tasks assigned by the Head of Mission. Participation in duty shifts, including emergency phone service.
- Required Qualification: Secondary Education Graduation Certificate or equivalent
- Number of Positions: One

### **ANNEX II – Selection Process Description**

#### Phase 1 – Exam (Eliminatory)

- Practical Test: Case related to job duties
- Score: 0 to 10 (Minimum 5 to pass)

#### Phase 2 – Merit-Based Evaluation

(Only for those who pass the exam)

- Maximum Score: 6 points
- A. Professional & Educational Merits
  - Professional Experience (Max 4 points):
    - 0.33 points per full month in similar roles
  - Training & Education (Max 1.5 points):
    - Related courses, certifications (excluding required qualification)
- B. Interview (Max 0.5 points):
  - Personal interview based on non-redundant topics
  - Not eliminatory



- Final Score: Sum of exam + merit evaluation
- Tiebreakers:
  - Higher exam score
  - More professional merit points
  - As per Article 60.2 of Law 2/2014 (regarding family work abroad)

Disabled candidates may request accommodations in time or resources.

### **ANNEX III – Application Form**

[Form includes personal details, job history, merits, education, and consent for personal data protection, in line with GDPR.]

### **ANNEX IV – Selection Committee**

- President: Pedro Priego Fernández-Martos (Deputy Head)
- Alternate: Marcos Rodríguez Pérez (Chancellor)
  
- Secretary: Juan Vicente Granell
- Alternate: Patrizia Roveglia (Support Staff)
  
- Members:
  - Marcos Rodríguez Pérez (Chancellor)
  - Alternate: Daniela Violetti (Support Staff)