



## ANNOUNCEMENT FOR ENTRY AS PERMANENT EMPLOYEE AT THE SPANISH EMBASSY IN AMMAN WITH THE CATEGORY OF SERVICE EMPLOYEE

Taking into account, as applicable, the provisions of the Resolution of the Secretary of State for Public Administrations, dated February 18, 2015, which establishes criteria for the selection of labor personnel abroad, it is agreed to call for a selection process in accordance with the following:

### **TERMS AND CONDITIONS OF THE APPLICATION**

#### **1. General rules**

- 1.1. A selection process is announced to fill one position as a SERVICE EMPLOYEE category through the open access system.  
The functions, remuneration and other characteristics of the positions are detailed in Annex I.
- 1.2. The selection process will be carried out through a competitive examination system, with the assessments, exercises and scores specified in Annex II.
- 1.3. Once the selection process has been completed, the selected candidates who have demonstrated that he/she meets the requirements, up to the maximum number of vacancies offered, will be issued the corresponding contract.
- 1.4. The complete terms and conditions of the call will be published at the General Access Point [www.administracion.gob.es](http://www.administracion.gob.es), and on the notice boards of the buildings located in the city of Amman, of the Chancellery at Zahran Str. No. 28 (entrance through Hazza Al Majali Str. No. 2), and of the Instituto Cervantes at Mohammad Hafiz Ma'at Str. No. 10, as well as on the Embassy's website and on its social media accounts.

#### **2. Candidate requirements**

- 2.1. In order to be admitted to the selection process, applicants must have the following participation requirements on the day the application period closes and maintain them until the time of formalization of the employment contract:
  - 2.1.1. Age: Be at least 16 years old and not exceed the maximum retirement age, if applicable.
  - 2.1.2. Functional compatibility: Possess the functional capacity to perform the tasks specific to the positions being advertised.
  - 2.1.3. Qualification: Not having been dismissed from the service of any of the Public Administrations or the constitutional or statutory bodies of the autonomous communities through disciplinary proceedings, nor being absolutely or specially disqualified from public employment or office by court order, or from exercising functions similar to those they performed in the case of labour personnel, from which they had been dismissed or disqualified. In the case of being a national of another State, not being disqualified or in an equivalent situation nor having been subject to a disciplinary or equivalent sanction that prevents, in their State, access to public employment under the same terms.
- 2.2. Candidates who do not have Jordanian nationality must be in possession of the corresponding permit or authorization to reside and work in Jordan on the date of commencement of the provision of services. In any case, the contract will terminate on the day on which the worker ceases to be in possession of the corresponding permit or authorization to reside and work.



### 3. Applications

- 3.1. Those who wish to participate in these selection tests must complete the form that appears as Annex III to this call, which will be available on the notice board at the chancellery of the Spanish Embassy, at the address mentioned above, as well as on the website of the same.
- 3.2. Applications must be submitted electronically to the Chancellery of the Spanish Embassy in Amman, without prejudice to the provisions of Article 16.4 of Law 39/2015 of 1 October on the Common Administrative Procedure of Public Administrations, with the last day of the deadline being Sunday 11 Juni 2025, and must be sent to the following address: Spanish Embassy in Amman, Zahran Str. No. 28 P.O.Box: 454. Amman 11.118 Jordan.

Applications may be submitted electronically through the General Electronic Registry of the General State Administration <https://administracion.gob.es>, with the DIR3 code of the Spanish Embassy in Amman (in the Common Directory of Organic Units and Offices or DIR3): EA0038411.

Applications submitted by post must be registered at the post office within the deadline and with the corresponding entry stamp on the application form (Annex III). The ordinary postmark or the postal payment receipt will not be accepted as proof of submission on time.

If the application is submitted by post or at a public registry other than that of this Representation, it is recommended that it be submitted by email to the address [emb.amman@maec.es](mailto:emb.amman@maec.es), including a scan of Annex III with the corresponding entry stamp and the Identity Document or Passport.

- 3.3. The application must be accompanied by:
  - Copy of the Identity Document or Passport.
  - Curriculum vitae of the candidate.
  - Documentation proving the merits that the applicant wishes to be assessed in the competition phase.

Failure to submit this documentation will result in the exclusion of the candidate from the selection process, unless it is only documentation proving the merits that the candidate wishes to be assessed in the competition phase, in which case the candidate may be admitted, but will be assessed with zero points in the merit assessment.

All the documentation listed may be provided, where appropriate, within the correction period provided for in point 4.1.

- 3.4. Any factual, material or arithmetic errors that may be noted in the application may be corrected at any time ex officio or at the request of the interested party.

### 4. Admission of applicants

- 4.1. Once the application submission period has elapsed, a list of admitted and excluded applicants will be published in alphabetical order, indicating their identity document or passport number, in the manner determined by the seventh additional provision of Organic Law 3/2018, of December 5, on the Protection of Personal Data and Guarantee of Digital Rights, and indicating the reasons for exclusion, indicating a period of five working days, counted from the day following the publication of the list, to correct the defect that has motivated their exclusion or omission. This list will be published on the notice board of the Chancellery building, at Zahran Str. No. 28. Amman 11.118 Jordan, as well as on the Embassy's website. Likewise, the place, date and time of the first competitive examination will be indicated.
- 4.2. After this period, if any changes have been made, these will be posted in the same places and media as the initial reports.

### 5. Selection committee

- 5.1. The selection committee for this process is the one listed in Annex IV.



- 5.2. The selection body, in accordance with Article 14 of the Spanish Constitution, shall ensure strict compliance with the principle of equal opportunities between both genders.

The selection body will be responsible for considering, verifying and assessing any incidents that may arise during the development of the exercises, adopting any reasoned decisions it deems appropriate.

- 5.3. Members of the selection body must refrain from participating in the following cases:

- Having a personal interest in the matter in question or in another matter whose resolution could be influenced by that person; being a director of a company or entity involved or having a contentious issue with an interested party.
- Having a marital bond or similar de facto situation and a relationship of consanguinity within the fourth degree or affinity within the second degree, with any of the interested parties, with the administrators of the entities or companies involved and also with the advisors, legal representatives or agents who intervene in the procedure, as well as sharing a professional office or being associated with them for advice, representation or mandate.
- Having a close friendship or manifest enmity with any of the people mentioned in the previous section.
- Having acted as an expert or witness in the proceedings in question.
- Have a service relationship with a natural or legal person directly interested in the matter, or have provided them with professional services of any kind and in any circumstance or place in the last two years

- 5.4. Likewise, candidates may challenge members of the selection body when the circumstances provided for in the previous paragraph occur.

- 5.5. For the purposes of communications and other incidents, the selection body will have its headquarters in the building of the Chancellery of the Embassy of Spain in Amman, Calle Zahran No. 28, telephone +961 4614166, email address [emb.ammam@maec.es](mailto:emb.ammam@maec.es).

## **6. Development of the selection process**

- 6.1. Applicants will be summoned to the competition in a single round, and those who do not appear will be excluded from the competitive phase.
- 6.2. 6.2. Once each of the competitive examination exercises has concluded, the selection body will publish, at the place or places where it was held, at the headquarters of the selection body and on its website, the list of candidates who have achieved the minimum score established to pass it, with an indication of the score obtained. The place, date and time of the next exercise, if applicable, will also be indicated.
- 6.3. Once the competitive phase has ended, the selection body will publish at the place or places where the competitive phase was held, at the headquarters of the selection body and on its website, the list containing the candidates who have passed the phase, indicating the place, date and time of the interview in the competitive phase.
- 6.4. Once the interviews have been completed, the selection body will publish the evaluation of the merits of the competition phase, indicating the score obtained in each of the merits, the evaluation of the interview and the total score of the selection process, at the place or places where the competitive phase is held, at the headquarters of the selection body and on its website.

Applicants will have a period of five working days, starting on the day after the publication of the list, to make the relevant objections. After this period, the selection body will publish the list with the final assessment of the selection process.



- 6.5. The selection body may require, at any time during the selection process, proof of the identity of the candidates. Likewise, if it becomes aware that any candidate does not meet any of the requirements set out in the call for applications, after hearing the interested party, it must propose their exclusion to the calling authority.

## **7. Passing the selection process**

- 7.1. Once the competitive examination and competition phases have been completed, the President of the selection body will submit to the convening authority the list of candidates who have obtained at least the minimum score required to pass the selection process, in order of score.

This list will be published at the Centre where the vacancies are located and on its website, as well as in any other places considered appropriate, with the first applicants to this list, up to the number of vacancies, having a period of eight working days to present the documentation proving the requirements demanded in the call for applications.

- 7.2. No greater number of contracts may be signed than the number of jobs advertised.
- 7.3. Until the contract is formalized, applicants will not be entitled to any financial compensation.
- 7.4. Applicants hired must complete a 3-month trial period, during which they will be evaluated by the person in charge of the destination unit.
- 7.5. In the event that any of the candidates does not submit the corresponding documentation within the established period, does not meet the required requirements, resigns or the evaluation of the trial period is unfavorable, the position will be awarded to the next candidate in the list referred to in section 7.1.
- 7.6. This contract shall be governed by Jordanian labour law.

## **8. Final Rule**

This announcement for applications may be appealed against, at its discretion, within one month from the day following its publication, to the same body that issued it, or an administrative appeal may be filed within two months from the day following its publication, before the competent judicial entity, in accordance with the provisions of Law 39/2015, of October 1, on the Common Administrative Procedure of Public Administrations and Law 29/1998, of July 13, regulating the Administrative Litigation Jurisdiction, meaning that, in the event of an appeal for reconsideration being filed, an administrative appeal may not be filed until it is expressly resolved or it has been presumed to be dismissed.

In Amman, 19 May, 2025

Miguel de Lucas González

Ambassador of Spain in Jordan



## **ANNEX I**

### **LIST OF VACANCIES**

Professional Category: SERVICE EMPLOYEE AT THE RESIDENCE

<b>No. of Vacancies:</b>	<b>Duties:</b>	<b>Salary</b>	<b>Contract Duration</b>
1	<ul style="list-style-type: none"><li>- Cleaning the residence of the Embassy of Spain in Amman.</li><li>- Routine maintenance and proper functioning of furniture, electromechanical devices or other types installed or in use at the residence, and of the facilities in general.</li><li>- Assisting in the kitchen and table service, as well as other secondary tasks of a similar nature and all those assigned by the Head of the Mission related to the category.</li></ul>	18.714,00 USD /year	Permanent



## **ANNEX II**

### **DESCRIPTION OF THE SELECTION PROCESS**

The selection process consists of two phases: a competitive examination phase and a merit-based assessment phase.

#### **COMPETITIVE EXAMINATION PHASE (eliminary):**

1. **Practical Test:** Solving a practical case (e.g., setting a table for an event, ironing, preparing a quick menu). May be carried out manually at the residence. Minimum 5/10 points to pass.
2. **Language Test:** Listening to a text in English, then summarizing and explaining its content. Minimum 5/10 points to pass.

**Maximum score: 20 points. Minimum to pass: 10 points.**

#### **MERIT-BASED ASSESSMENT PHASE:**

Only for candidates who passed the examination phase. Maximum score: 13 points.

##### **A. Evaluation of Merits:**

1. **Professional Experience** Experience in positions of the same or similar level, duly documented, will be valued.  
Maximum punctuation: 10 points  
Scoring method: 1 point will be awarded for each full six-month period of experience.  
When assessing professional merits, holding a position in the public administration will be scored equally to holding a position in the private sector.

##### **2. Training merits:**

Training courses related to the position, academic degrees, and other relevant knowledge applicable to the role will be taken into account.

Maximum punctuation: 2 points



**B. Interview:** It will consist of a personal interview, detailing the topics to be covered in a concise and thorough manner. The interview may not include elements that have already been assessed in the other merit-based phases of the selection process. The interview will not be eliminatory in nature.

Maximum punctuation: 1 point

The score for the merit-based phase will be the sum of the points obtained for each of the assessed merits and the interview.

The final score will be determined by the total points obtained in both the examination phase and the merit-based phase.

In the event of a tie, the order of precedence will be established according to the following criteria:

1. Higher score obtained in the examination phase.
2. Higher score obtained in the first test.
3. Higher score obtained in the assessment of professional merits.
4. Article 60 "Employment of family members abroad", paragraph 2, of Law 2/2014, of March 25, on the Action and the Foreign Service of the State.

Appropriate measures will be taken to ensure that applicants with disabilities enjoy the same conditions as the rest of the candidates during the examinations.

In this regard, for those applicants with disabilities who indicate this in their application, reasonable adjustments in time and resources will be provided to facilitate their participation.



### **ANNEX III**

#### **APPLICATION FOR PARTICIPATION IN THE SELECTION PROCESS FOR TEMPORARY STAFF AT THE EMBASSY OF SPAIN IN AMMAN FOR THE POSITION OF SERVICE EMPLOYEE**

##### PERSONAL INFORMATION

LAST NAME(S) .....
FIRST NAME .....
IDENTITY DOCUMENT OR PASSPORT NUMBER .....
ADDRESS (street, avenue, square) .....
NUMBER ..... FLOOR ..... TOWN .....
COUNTRY ..... PHONE NUMBER and/or EMAIL .....
DATE OF BIRTH .....
COUNTRY OF BIRTH ..... NATIONALITY .....
DISABILITY ..... REQUESTED ADAPTATION .....

##### PROFESSIONAL INFORMATION

Current job position (category, seniority, organization, location):
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##### ACADEMIC QUALIFICATIONS

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##### PROFESSIONAL MERITS

Experience in positions of identical category		
Position Title	Company or Public Organization	Period worked (months, days, years)
Experience in positions of similar category		
Position Title	Company or Public Organization	Period worked (months, days, years)

##### TRAINING MERITS

Other qualifications or specialties
(Courses, Seminars, and Other Knowledge Useful for the Position)

In compliance with Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights and EU Regulation 2016/679 of the European Parliament and of the Council of April 27, we inform you that your personal data will be processed by the managing center that appears in the announcement for the sole purpose of resolving the selection process indicated above, and you may exercise the rights of access, rectification, deletion, limitation and opposition before that same managing center. The legitimacy for the processing of your data is given for the need to comply with legal obligations, as well as your consent. We also inform you that the recipient of your data will be exclusively the (Spanish) Public Administration. These will not be transferred to third parties, except in the case of legal obligation, nor will they be transferred to a third country or international organization. You can consult additional and detailed information on data protection on the Representation's website

In Amman, on ..... 2025.  
(Signature)

**Spanish Embassy in Amman,  
Zahran Str. nº 28  
P.O.Box: 454. Amman 11.118 Jordan**





**ANNEX IV**  
**SELECTION BOARD**

**PRESIDENT:**

- **Main:** Victoria Eva Giraldo Mendoza, Embassy Secretary.
- **Substitute:** Estíbaliz López de Goicoechea Rodríguez, Second in Command.

**SECRETARY:**

- **Main:** Joaquín Santamaría Alonso, Chancellor.
- **Substitute:** Noor Jaber Alomary, Junior Officer.

**MEMBERS:**

- **Main:** Soraya Sbeinati Galán, Administrative Assistant.
- **Substitute:** Samir Yusef Zallum, driver of the Head of the Mission.