



TRANSLATION

CALL FOR APPLICATIONS FOR PERMANENT STAFF AT THE EMBASSY OF SPAIN IN ANKARA IN THE CATEGORY OF COOK

Taking into account, where applicable, the provisions of the Resolution of the Secretary of State for Public Administrations of February 18, 2015, establishing criteria for the selection of staff abroad, it is agreed to announce a selection process in accordance with the following:

1. General rules

- 1.1. A selection process is hereby announced to fill one position in the category of cook through the open access system.
- 1.2. The duties, salaries, and other characteristics of the positions are detailed in Annex I.
- 1.3. The selection process will be carried out through a competitive examination, with the assessments, exercises, and scores specified in Annex II.
- 1.4. Once the selection process is complete, the selected candidates who have demonstrated they meet the required requirements, up to the maximum number of vacancies, will be formalized with the corresponding contract.
- 1.5. The full terms and conditions of the call will be published on the notice board and website (<https://www.exteriores.gob.es/Embajadas/ankara/es/Embajada/Paginas/Ofertas-de-empleo.aspx>) of the Spanish Embassy in Ankara, located at Çayırbaşı Caddesi no.255, Büyükdere, İstanbul, on the notice boards and websites of the Spanish State Offices in the region and of the Centers and Associations of the Spanish community in Ankara, and on the General Access Point www.administracion.gob.es.

2. Candidate Requirements

- 2.1. To be admitted to the selection process, candidates must meet the following participation requirements by the deadline for submitting applications and meet them until the date of formalization of the employment contract:
 - 2.1.1. Age: Be at least 16 years old and not exceed the maximum retirement age, where applicable.
 - 2.1.2. Functional Compatibility: Possess the functional capacity to perform the duties of the positions being offered.
 - 2.1.3. Qualification: Not have been dismissed through disciplinary proceedings from the service of any of the Public Administrations or the constitutional or statutory bodies of the autonomous communities, nor be absolutely or specially disqualified from public employment or office by court order, or from performing duties similar to those performed by staff from whom they have been dismissed or disqualified. If you are a national of another country, you must not be disqualified or in an equivalent situation, nor have you been subject to a disciplinary or equivalent sanction that would prevent you from accessing public employment in your country under the same terms.
- 2.2. Non-Turkish candidates must hold the corresponding residence and work permit or authorization in Turkey on the start date of their services. In any case, the contract will terminate on the day the employee ceases to hold the corresponding residence and work permit or authorization.

3. Applications

- 3.1. Those wishing to participate in these selection tests must complete the form included in Annex III to this notice, which will be available on the notice board of the Foreign Ministry located at 8 Prof. Dr. Aziz Sancar Street, 06680 Çankaya, Ankara, and on the website of the Spanish Embassy in Ankara <https://www.exteriores.gob.es/Embajadas/ankara/es/Embajada/Paginas/Ofertas-de-empleo.aspx>



- 3.2. Applications must be submitted electronically to the Embassy's Foreign Ministry, without prejudice to the provisions of Article 14 of the Constitution. 16.4 of Law 39/2015 of October 1, on the Common Administrative Procedure of Public Administrations, with the deadline being 07/08/2026. Applications should be sent to the following address: Prof. Dr. Aziz Sancar, 8, 06880 Çankaya - Ankara.
- 3.3. Applications may be submitted electronically through the General Electronic Registry of the General State Administration <https://administracion.gob.es> or in the Electronic Registry of the Embassy of Spain in Turkey, identification code 000006078.
- 3.4. Applications submitted by postal mail must be registered at the post office within the deadline and must include the corresponding entry stamp on the application form (Annex III). Ordinary postmarks and postal payment receipts will not be accepted as proof of timely submission.
- 3.5. If the application is submitted by post or to a public registry other than this Representation, it is recommended that it be submitted by email to emb.ankara@maec.es, including a scanned copy of Annex III with the corresponding entry stamp and the ID or Passport.
- 3.6. The application must be accompanied by:
- A copy of the ID or Passport.
 - The candidate's curriculum vitae.
 - Documentation accrediting the merits the applicant wishes to be assessed in the competitive phase.
- Failure to submit this documentation will result in the candidate's exclusion from the selection process, unless the only documentation accrediting the merits the candidate wishes to be assessed in the competitive phase is the applicant's documentation. In this case, the candidate may be admitted but will receive zero points in the merit assessment.
- All the documentation listed may be submitted, where applicable, within the correction period provided in section 4.1.
- 3.7. Any factual, material, or arithmetic errors 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. After the application submission period has passed, the alphabetical list of admitted and excluded applicants will be published, indicating their identity document or passport numbers, in the manner established by the seventh additional provision of Organic Law 3/2018, of December 5, on the Protection of Personal Data and Guarantee of Digital Rights. The reasons for exclusion will be indicated, with a period of five business days, starting the day after the publication of the list, to correct the defect that led to their exclusion or omission. This list will be published on the notice board and on the website of the Embassy of Spain in Ankara. The location, date, and time of the first competitive examination will also be indicated.
- 4.2. Failure to submit supporting documentation of merits with the application will not result in the exclusion of the applicant, but will only result in the non-assessment of the merits in the competitive phase, so that candidates can submit it during this correction period.
- 4.3. After this period, if any changes have been made, they will be posted in the same places and on the same media as the initial lists.

5. Selection Process

- 5.1. Applicants will be summoned to the examination in a single call. Those who do not appear will be excluded from the competitive examination phase.
- 5.2. At the conclusion of each examination in the competitive examination phase, the selection body will publish, at the place(s) where the examination phase is held, at the headquarters of the selection body, and on its website, the list of applicants who have achieved the minimum score established to pass the examination, indicating the score obtained. The place, date, and time of the next examination, if applicable, will also be indicated.



- 5.3. At the conclusion of the competitive examination phase, the selection body will publish, at the place(s) where the competitive examination phase is held, at the headquarters of the selection body, and on its website, the list of applicants who have passed the examination, indicating the place, date, and time of the interview during the competitive examination phase.
- 5.4. Once the interviews are completed, the selection body will publish the assessment of the merits of the competitive examination phase at the location(s) where the competitive examination phase will be held, at the headquarters of the selection body, and on its website. This assessment includes the score obtained for each merit, the interview assessment, and the total score for the selection process.
- 5.5. Applicants will have five business days, starting from the day following the publication of this list, to submit any relevant objections. After this period, the selection body will publish the list with the final assessment of the selection process.
- 5.6. The selection body may request, at any time during the selection process, proof of the applicants' identity. Furthermore, if it becomes aware that an applicant does not meet any of the requirements set forth in the notice of application, after hearing the interested party, it must propose their exclusion to the convening authority.

6. Successful completion of the selection process

- 6.1. 6.1. Once the competitive examination and competition phases are completed, the President of the selection body will submit to the convening authority the list of candidates who have obtained at least the minimum qualification required to pass the selection process, in order of score.

This list will be published at the Center where the vacancies are located and on its website, as well as in any other locations deemed appropriate. The first applicants on this list, up to the number of vacancies advertised, will have eight business days to submit documentation proving the requirements set forth in the announcement.
- 6.2. No more contracts may be signed than the number of positions advertised.
- 6.3. Until the contract is formalized, applicants will not be entitled to any financial compensation.
- 6.4. Hired applicants must complete a two-month probationary period, during which they will be evaluated by the head of the destination unit.
- 6.5. If any of the candidates fails to submit the corresponding documentation within the established deadline, does not meet the required requirements, resigns during the probationary period, or the evaluation of the probationary period is unfavourable, the position will be awarded to the next candidate on the list referred to in section 7.1.
- 6.6. Turkish labor laws will apply to this recruitment.



ANNEX I

Category: Cook

Nº positions	Functions	Salary	Contract duration
1	- Responsible for kitchen duties at both the Spanish Embassy Residence in Ankara and the Residence in Istanbul, according to the needs of the service. - Advising on, managing supplies for, and preparing and presenting menus, canapés, and other dishes for daily meals and/or social and official events. - Maintaining and cleaning the kitchen and its utensils. - Managing and properly storing food and beverage stocks. - Coordinating and managing teams within their area of responsibility. - All other tasks related to their position as assigned by the Head of Mission.	USD 36,014 per year in full for all concepts	Permanent contract



ANNEX II

DESCRIPTION OF THE SELECTION PROCESS

The selection process will consist of a competitive examination phase and a competitive examination phase with the exercises and assessments detailed below:

COMPETENCE PHASE:

It will consist of the following eliminatory tests:

1. Practical test, which will consist of the preparation of a dish or menu aimed at assessing the candidates' ability to perform the functions of the position listed in Annex 1 of the call for applications. Scoring will be from 0 to 10 points, with a minimum of 5 points required to advance to the next test.

The minimum score for the examination phase will be 4 points.

COMPETITION PHASE

The assessment of the competitive examination phase will be given only to candidates who have passed the competitive examination phase.

The maximum score for the examination phase will be 6 points.

The competition phase will consist of:

A. Assessment of professional and training merits

The following merits will be assessed, which must be held by the application deadline:

- 1. Professional merits:** Experience in positions of the same or similar category, documented, will be considered.

Maximum score: 4 points.

Scoring method: 0,4 point for every full six months of experience.

When assessing professional merits, the same score will be given for having held a position in the government or in a private company.

- 2. Training merits:** Courses related to the position, academic qualifications, and other knowledge useful for the position will be considered.

Maximum score: 1,5 points.

B. Interview: It will consist of a personal interview, aimed at clarifying, among other aspects, the merits claimed by the applicant and their professional qualifications for the job. The interview cannot be eliminatory.

Maximum score: 0,5 point.

The score for the competitive examination phase will be the sum of the scores obtained for each of the merits and the interview.

The final score will be determined by the sum of the scores obtained in the competitive examination phase and the competitive examination phase.



In the event of a tie, the ranking will be established based on:

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

The necessary measures will be adopted to ensure that candidates with disabilities enjoy the same conditions as other candidates when completing the tests. In this regard, for candidates with disabilities who so state in their application, possible adaptations will be established regarding the time and means for completing the tests.



ANEXO III

SOLICITUD DE PARTICIPACIÓN EN PROCESO SELECTIVO DE PERSONAL LABORAL FIJO EN LA EMBAJADA DE ESPAÑA EN ANKARA CON LA CATEGORÍA DE COCINERO

DATOS PERSONALES

APELLIDOS.....
NOMBRE.....
Nº DE DOCUMENTO DE IDENTIDAD O PASAPORTE.....
DIRECCIÓN (calle, avda, plaza)
Nº PISO..... LOCALIDAD.....
PAÍS..... TELÉFONO y/o CORREO ELECTRÓNICO.....
FECHA NACIMIENTO.....
PAÍS DE NACIMIENTO..... NACIONALIDAD.....
DISCAPACIDAD..... ADAPTACION SOLICITADA.....

DATOS PROFESIONALES

Puesto de trabajo actual (categoría, antigüedad, organismo, localidad):

TITULACIÓN ACADÉMICA

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MÉRITOS PROFESIONALES

Experiencia en puestos de trabajo de idéntica categoría

Denominación Puesto	Empresa u Organismo Público	Periodo trabajado (meses, días, años)

Experiencia en puestos de trabajo de similar categoría

Denominación Puesto	Empresa u Organismo Público	Periodo trabajado (meses, días, años)

MÉRITOS FORMATIVOS

Otras titulaciones o especialidades

(Cursos, Seminarios y otros conocimientos de utilidad para el puesto)

CLÁUSULA DE PROTECCIÓN DE DATOS DE CARÁCTER PERSONAL

En cumplimiento la Ley Orgánica 3/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales y del Reglamento UE 2016/679 del Parlamento Europeo y del Consejo de 27 de abril, le informamos de que sus datos personales serán tratados por el centro gestor que figura en la convocatoria a los únicos efectos de resolver el proceso selectivo arriba indicado, pudiendo usted ejercer los derechos de acceso, rectificación, supresión, limitación y oposición ante ese mismo centro gestor. La legitimación para el tratamiento de sus datos es el cumplimiento de obligaciones legales, así como su consentimiento. Le informamos igualmente de que el destinatario de sus datos será exclusivamente la Administración Pública. Éstos no serán cedidos a terceros, excepto en caso de obligación legal, ni serán objeto de transferencia a un tercer país u organización internacional. Puede consultar la información adicional y detallada sobre protección de datos en la web de la Representación.

En....., a.....de de 20...

(Firma)

Embajada de España en Ankara

Calle Prof. Dr. Aziz Sancar, Nº 8 06680 Çankaya, Ankara, Turquía



ANNEX IV

SELECTION BODY

PRESIDENT:

Inés Lloréns Valero

Substitute Enrique Planas Herrera

SECRETARY:

Rosana Martín Grillo

Substitute Enrique Fernández Amelivia

MEMBER:

Pablo Iglesias de la Macorra

Substitute Ana María Rodríguez Pérez