



CALL FOR APPLICATIONS FOR ENTRY AS PERMANENT LOCAL STAFF AT THE EMBASSY OF SPAIN IN DAR ES SALAAM, CATEGORY: COOK

Taking into account, insofar as applicable, the provisions of the Resolution of the Secretariat of State for Public Administrations of 18 February 2015, which establishes criteria for the selection of locally hired staff abroad, it is hereby agreed to convene a selection process under the following:

TERMS OF THE CALL

1. General rules

- 1.1. A selection process is convened to fill 1 post in the category of cook through the system of free access. The functions, remuneration and other characteristics of the post are detailed in Annex I.
- 1.2. The selection process shall be carried out through the competition-examination system (concurso-oposición), with the assessments, tests and scores specified in Annex II.
- 1.3. Once the selection process has concluded, the selected applicant(s) who have evidenced compliance with the required conditions, up to the maximum number of posts announced, shall be formalised with the corresponding contract.
- 1.4. The terms of this call shall be published in full on the General Access Point of the Administration (<https://administracion.gob.es/>), on the notice board, and on the website of this Representation: <https://www.exteriores.gob.es/Embajadas/daressalaam/es/Paginas/index.aspx>
Likewise, a brief announcement shall be published in the country's highest-circulation newspapers.

2. Candidate requirements

- 2.1. In order to be admitted to the selection process, applicants are required, by the closing date for submission of applications, to maintain until the moment of formalisation of the employment contract, the following participation requirements:
 - 2.1.1. Age: To be at least 16 years old and not to exceed, where applicable, the maximum retirement age.
 - 2.1.2. Functional compatibility: To possess the functional capacity for the performance of the tasks inherent to the post being called.
 - 2.1.3. Legal capacity (habilitación): Not to have been separated, by means of disciplinary proceedings, from the service of any of the Public Administrations or of the constitutional or statutory bodies of the Autonomous Communities, nor to be subject to absolute or special disqualification from public employment by judicial decision, or from exercising functions similar to those performed in the case of employed staff where he/she had been separated or disqualified. In the case of being a national of another State, not to be disqualified or in an equivalent situation, nor to have been subjected to a disciplinary sanction or equivalent that prevents, in his/her State, on the same terms, access to public employment.
- 2.2. Non-Tanzanian candidates must be in possession of the corresponding residence and work permit in Tanzania on the date on which services commence. In any case, the contract shall be terminated on the day the worker ceases to hold the corresponding residence and work permit or authorisation.

3. Applications

- 3.1. Those wishing to take part in these selection tests must complete the form appearing as Annex III to this call, which will be available on the notice board and on the website of this Representation: <https://www.exteriores.gob.es/Embajadas/daressalaam/es/Embajada/Paginas/Ofertas-de-empleo.aspx>



3.2. Applications must be submitted within 15 working days from the day following the publication date of this notice, electronically, without prejudice to the provisions of Article 16.4 of Law 39/2015 of October 1, on the Common Administrative Procedure of Public Administrations. The deadline will be September 9, and applications must be addressed to the following address:

*Embassy of Spain
99B Kinondoni Road
P.O. Box 842
Dar es Salaam, Tanzania
DIR3: EA0038460 Diplomatic Mission in Tanzania/Dar es Salaam*

Applications may be submitted electronically through the General Electronic Registry of the General State Administration: <https://administracion.gob.es>

Applications submitted by postal mail must be registered at the post office within the deadline and must bear the corresponding entry stamp on the application form (Annex III). Ordinary postmarks or postal payment receipts will not be accepted as proof of timely submission.

If the application is submitted by postal mail or through a public registry other than this Representation, it is recommended that a copy be sent in advance by email to the following address: emb.daressalaam@maec.es, attaching a scanned copy of Annex III with the corresponding entry stamp and the Identity Document or Passport.

3.3. The application must be accompanied by:

1. A copy of the Identity Document or Passport.
2. The candidate's curriculum vitae.
3. Supporting documentation of the merits that the applicant wishes to be evaluated during the competition phase.

Failure to submit this documentation will result in the exclusion of the candidate from the selection process, except in the case of supporting documentation of merits for the competition phase, in which case the applicant may still be admitted but will be awarded zero points in the evaluation of merits.

All the documentation listed may, where appropriate, be provided during the correction period established in section 4.1.

3.4. Errors of fact, material, or arithmetic that may be detected in the application may be corrected at any time *ex officio* or at the request of the interested party.

4. Admission of Candidates

Once the application deadline has passed, an alphabetically ordered list of admitted and excluded candidates will be published, indicating the identity document or passport number, in accordance with the provisions of the seventh additional provision of Organic Law 3/2018, of December 5, on the Protection of Personal Data and Guarantee of Digital Rights, and stating the reasons for exclusion. A period of five working days, starting from the day following publication of the list, will be given to correct the defect that led to exclusion or omission.

This list will be published on the notice board and on the website of the Representation:

<https://www.exteriores.gob.es/Embajadas/daressalaam/es/Embajada/Paginas/Ofertas-de-empleo.aspx>

The place, date, and time of the first test of the competitive examination will also be indicated.

Failure to submit the supporting documentation of merits together with the application will not imply the exclusion of the candidate, but will only result in the merits not being evaluated during the competition phase, in order to allow candidates to provide them during this correction period.



4.1. Once this period has elapsed, in the event that modifications have been made, these will be published in the same places and by the same means as the initial lists.

5. Selection Committee

5.1. The Selection Committee for this selection process is the one listed in Annex IV.

5.2. The Selection Committee, in accordance with Article 14 of the Spanish Constitution, shall ensure the strict observance of the principle of equal opportunities between both sexes.

It will be the responsibility of the Selection Committee to consider, verify, and evaluate any incidents that may arise in the course of the tests, adopting the reasoned decisions it deems appropriate.

5.3. The members of the Selection Committee must abstain from participating in the following cases:

- Having a personal interest in the matter at hand or in another matter whose resolution may be influenced by that interest; being an administrator of a company or entity involved; or having a legal dispute with any of the interested parties.
- Having a marital or equivalent relationship and consanguinity up to the fourth degree or affinity up to the second degree with any of the interested parties, with the administrators of the involved entities or companies, or with the advisors, legal representatives, or agents participating in the procedure; as well as sharing a professional office or being associated with them for advisory, representation, or agency purposes.
- Having a close friendship or manifest enmity with any of the persons mentioned in the previous section.
- Having acted as an expert or as a witness in the procedure concerned.
- Having a service relationship with a natural or legal person directly involved in the matter, or having provided them with professional services of any kind under any circumstances or location in the last two years.

5.4. Likewise, applicants may challenge members of the Selection Committee when the circumstances described in the previous paragraph apply.

5.5. For communication and other purposes, the Selection Committee shall have its headquarters at:

Embassy of Spain
99B Kinondoni Road
P.O. Box 842
Dar es Salaam
Tanzania
Phones: (+255 22) 266 60 18/19
E-mail: emb.daressalaam@maec.es

6. Development of the Selection Process

6.1. Applicants will be called to the test in a single call, unless the number of candidates requires successive calls, with those who do not appear being excluded from the competitive phase.

6.2. At the end of each of the tests in the competitive phase, the Selection Committee will publish, at the location(s) of the test, at the headquarters of the Selection Committee, and on its website, the list of candidates who have obtained the minimum score required to pass, indicating the score obtained. Likewise, the place, date, and time of the next test, if applicable, will be announced.

6.3. Once the competitive phase is completed, the Selection Committee will publish, at the location(s) of the competitive phase, at the headquarters of the Selection Committee, and on its website, the list of candidates who have passed, indicating the place, date, and time of the interview for the competition phase.



6.4. Once the interviews have been completed, the Selection Committee will publish, at the place(s) where the competitive phase was held, at the headquarters of the Selection Committee, and on its website, the assessment of the merits of the competition phase, indicating the score obtained in each of the merits, the interview assessment, and the total score of the selection process.

Candidates will have a period of five working days, starting from the day following the publication of said list, to submit any relevant appeals. Once this period has ended, the Selection Committee will publish the list with the final assessment of the selection process.

6.5. The Selection Committee may, at any time during the selection process, require candidates to prove their identity. Likewise, if it becomes aware that any candidate does not meet any of the requirements set out in the call, after hearing the person concerned, it must propose their exclusion to the convening authority.

7. Completion of the Selection Process

7.1. Once the competitive and merit phases have been completed, the Chair of the Selection Committee 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 ranking.

This list will be published at the Centre where the advertised positions are located and on its website, as well as in any other places deemed appropriate. The first candidates on this list, up to the number of positions advertised, will have a period of eight working days to submit the documentation proving that they meet the requirements set out in the call.

7.2. No more contracts may be signed than the number of positions advertised.

7.3. Candidates will not be entitled to any economic compensation until the contract has been formalized.

7.4. Hired candidates must complete a trial period of three months, during which they will be evaluated by the head of the assigned unit.

7.5. If any of the candidates fail to submit the required documentation within the established deadline, do not meet the required conditions, withdraw, or if the evaluation of the trial period is unfavorable, the position will be awarded to the next candidate on the list referred to in clause 7.1.

7.6. This contract will be subject to the labor legislation of the United Republic of Tanzania.

8. Final Provision

Against this call, an optional appeal for reconsideration may be lodged within one month from the day following its publication, before the same body that issued it, or a contentious-administrative appeal may be lodged within two months from the day following its publication, before the competent judicial authority, in accordance with the provisions of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, and Law 29/1998, of 13 July, regulating the Contentious-Administrative Jurisdiction. It should be noted that, if an appeal for reconsideration is lodged, a contentious-administrative appeal cannot be lodged until the former has been expressly resolved or has been deemed implicitly rejected.



Dar es Salaam, 19 August 2025

The Chargé d'Affaires a.i.

Alba Espino Gómez



ANNEX I

Category

Cook

Contract Duration

Indefinite

Remuneration

USD 4,700.00 per year (gross, for all concepts)



Functions

Plan, organize, and prepare menus; clean, peel, and cut food; prepare meals for the Ambassador and his family, as well as for the social and official events held at the Embassy; clean the kitchen, maintaining order and hygiene; and perform any other functions entrusted by the Head of the Mission.



ANNEX II

DESCRIPTION OF THE SELECTION PROCESS

The selection process will consist of a competitive examination phase and a merit assessment phase with the tests and evaluations detailed below:

COMPETITIVE EXAMINATION PHASE:

It will consist of the following eliminatory tests:

- **Practical test**, consisting of solving a practical case related to the functions of the position listed in Annex I of the call. The test may be completed manually or in writing, or a combination of both.
 - It will be graded from 0 to 10 points, with a minimum of 5 points required to pass to the next test.
- **Language test**, consisting of an oral test in the English language lasting a maximum of 10 minutes. Likewise, knowledge of the Spanish language will be positively assessed.
 - It will be graded from 0 to 10 points, with a minimum of 5 points required to pass.

The score of the competitive examination phase will be the sum of the grades obtained in each of the tests.

The maximum score for the competitive examination phase will be 20 points. The minimum score for the competitive examination phase will be 10 points.

MERIT ASSESSMENT PHASE:

The merit assessment phase will only be carried out for candidates who have passed the competitive examination phase.

The maximum score for the merit assessment phase will be 13 points.

The merit assessment phase will consist of:

A. Assessment of professional and training merits:

The following merits will be assessed, which must be held on the closing date for submission of applications:

1. **Professional merits:** Experience in positions of the same or similar category, documented.
 - Maximum score: 10 points.
 - Scoring method: 1 point for every full six-month period of experience.
 - In the assessment of professional merits, equal points will be given for holding a position in the Public Administration or in the private sector.
2. **Training merits:** Courses related to the position, academic qualifications, and other knowledge useful for the position will be assessed.
 - Maximum score: 2 points.

B. Interview:

This will consist of a personal interview, detailing concisely and thoroughly the aspects it will cover, not including elements that have already been assessed in the other merits of the merit assessment phase. The interview cannot have an eliminatory character.

Maximum score: 1 point.



The score of the merit assessment phase will be the sum of the grades obtained in 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 merit assessment phase.

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

1. Higher score obtained in the competitive 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.

The necessary measures will be adopted so that candidates with disabilities enjoy the same conditions as the rest of the candidates in carrying out the tests. In this regard, for candidates with disabilities who so indicate in their application, possible adaptations in time and means for their completion will be established.



ANNEX III

APPLICATION FOR PARTICIPATION IN THE SELECTION PROCESS FOR PERMANENT STAFF AT THE EMBASSY OF SPAIN IN DAR ES SALAAM WITH THE CATEGORY OF COOK

PERSONAL DATA

Surname(s).....
Name.....
Identity Document or Passport Number.....
Address (street, avenue, square)
No. Floor.....City.....
Country..... Telephone and/or Email.....
Date of Birth.....
Country of Birth.....Nationality.....
Disability.....Requested Adaptation.....

PROFESSIONAL DATA

Current job position (category, seniority, organization, city):

ACADEMIC QUALIFICATION:

PROFESSIONAL MERITS:

Experience in positions of identical category:

Position Title Company or Public Body Period worked (months, days, years):

Experience in positions of similar category:

Position Title Company or Public Body Period worked (months, days, years):

TRAINING MERITS

Other degrees or specializations
(Courses, Seminars, and other knowledge useful for the position):

PERSONAL DATA PROTECTION CLAUSE

In compliance with Organic Law 3/2018, of December 5, on the Protection of Personal Data and the guarantee of digital rights, and with Regulation EU 2016/679 of the European Parliament and of the Council of April 27, you are informed that your personal data will be processed by the managing body stated in the call exclusively for the purpose of resolving the above-mentioned selection process, and you may exercise the rights of access, rectification, erasure, restriction, and objection before that same managing body. The legal basis for processing your data is the fulfillment of legal obligations, as well as your consent. You are likewise informed that the recipient of your data will exclusively be the Public Administration. They will not be transferred to third parties, except in the case of a legal obligation, nor will they be subject to transfer to a third country or international organization. You may consult additional and detailed information on data protection on the Representation's website.

In....., on the.....day of 20...

(Signature)

Embassy of Spain
99B Kinondoni Rd
P.O: Box 842, Dar es Salaam, Tanzania

ANNEX IV

SELECTION BOARD

PRESIDENT:

- Principal: Ms. Alba Espino Gómez, Deputy Head of Mission
- Alternate: Ms. Carmen Doñate Carratalá, Chancellor

SECRETARY:

- Principal: Ms. Margarita Ruiz León, Secretary
- Alternate: Ms. Carmen Doñate Carratalá, Chancellor

MEMBERS:

- Principal: Mr. Miraji Alphonse Kyaruzi, Administrative Assistant
- Alternate: Mr. Ignacio Giráldez Moreno, Administrative Assistant

