

OFFER TO FILL A PERMANENT POSITION AT THE EMBASSY OF SPAIN IN KINGSTON, CATEGORY: CHEF

Taking into account the provisions of the Resolution of the Department of Public Administration, of 18 February 2015, in which the criteria for the selection of employees overseas are established, it is agreed to convene the selection process in accordance with the following:

CONDITIONS OF THE ANNOUNCEMENT

1.- General Regulations

1.1. Selection process is convened to fill the post of Chef.

The functions, remuneration and other aspects of the post are detailed in Annex I.

1.2. The candidates will be selected according to the assessments, activities and scoring specified in Annex II.

1.3. On conclusion of the selection process, the selected applicant who has fulfilled the specified requirements will sign the relevant contract.

1.4. The conditions of the Announcement will be published in its entirety in the Bulletin Board of the Embassy of Spain in Kingston (6-8 Saint Lucia Avenue, 6th floor Courtleigh Corporate Centre, Kingston 5), in the offices of the Honorary Consulates under its jurisdiction and on the web page <https://www.exteriores.gob.es/Embajadas/kingston/es/Embajada/Paginas/Ofertas-de-empleo.aspx>, as well as on social media platforms, Twitter, Instagram and Facebook @EmbSpainJamaica

2.- Requirements for Applicants

2.1. To be admitted to the selection process, applicants must possess at the deadline for the submission of applications, up to the time of formalization of the employment contract, the following requirements for participation:

2.1.1. Age: Be at least 16 years old and not exceed the maximum retirement age.

2.1.2. Functional capability: Possess the functional ability to perform the tasks.

2.1.3. Eligibility: The applicant should not have been dismissed from the service of the Spanish Public Administration, by means of disciplinary action, nor absolutely or conditionally barred from employment or from public office by judicial resolution. In the case of non-Spaniards, the applicant should not have been dismissed or have been subject to disciplinary sanction or its equivalent, which would impede, in his/her country, access to government employment.

- 2.2. Non-Jamaican candidates should possess the appropriate residence and work permit in Jamaica at the deadline date for submission of applications and must be maintained throughout period of employment.

3.- Applications

3.1. Those interested in participating in the selection process should complete the form which appears as Annex III of this offer which will be available at the Embassy of Spain in Kingston (Courtleigh Corporate Centre, 6-8, St. Lucia Avenue. 6th floor), in the offices of the Honorary Consulates under its jurisdiction and on the Embassy's official web page <https://www.exteriores.gob.es/Embajadas/kingston/es/Embajada/Paginas/Ofertas-de-empleo.aspx>, as well as on social media platforms Twitter, Instagram and Facebook@EmbSpainJamaica.

3.2. Applications should be submitted to the Embassy of Spain in Kingston, in the format as established in the existing regulation, the deadline of such submission being **29th April 2022** between 9:00 a.m. and 1:00 p.m. and must be addressed to "Embassy of Spain, Courtleigh Corporate Centre, 6th Floor, 6–8 St. Lucia Avenue, Kingston 5.

Applications may be submitted telematically through the General Electronic Registry of the Spanish State: <https://administracion.gob.es>, addressed to the *Registro General de la Embajada de España en Jamaica* (code 000006108).

Applications being sent by mail must be registered at the post office within the stipulated period and must have the corresponding entry stamp on the printed application (Annex III). Neither an ordinary postmark nor a postal payment receipt will be accepted as proof of submission within the stipulated period.

If and only if the application has been sent by ordinary mail, or submitted at another public registry distinct from this Embassy, it is recommended that it is advanced by email to emb.kingston@maec.es, and must include a scanned copy of Annex III with the corresponding entry stamp and the Identification documentation or passport.

3.3. The application must be accompanied by:

- Authenticated copy of ID or passport data page.
- Curriculum vitae.
- Certificate(s) of Study and other documents supporting the merits to be taken into consideration during the selection process.

Failure to provide the documentation will result in the exclusion of the candidate from the selection process, only except for the non-submission of the documents supporting the merits which the candidate would want to be evaluated in the competitive phase, in which case the applicant would be admitted, but he would receive zero points in the evaluation of merits.

3.4. The application form may be corrected at any time *ex officio* or upon request.

4.- Admission of Applicants

4.1. At the close of the application period, an alphabetical list of admitted and rejected candidates will be published with the corresponding identification document number or passport, in the manner governed by the seventh additional provision of the Organic Law 3/2018 of 5 December, related to the Protection of Personal Data and guarantee of digital rights, and with an indication of the reasons for exclusion, allowing a period of five working days counting from the day following the publication for the correction of any errors which may have led to the applicant's exclusion or omission.

This list will be published in the notice board of the Embassy (6 – 8 Saint Lucia Avenue, 6th Floor Courtleigh Corporate Centre, Kingston 5) in the offices of the Honorary Consulates under its jurisdiction and on the web page <https://www.exteriores.gob.es/Embajadas/kingston/es/Embajada/Paginas/Ofertas-de-empleo.aspx>. This information will also include the place, date and time for the first test.

4.2. At the end of that period, in the event of any amendments, these will be posted in the same location and media as the initial lists.

5.- Selection Committee

5.1. The selection committee for this process is as stated in Annex IV.

5.2. The selection committee, in accordance with article 14 of the Spanish Constitution, shall ensure strict compliance with the principle of equal opportunity for both sexes.

The committee is competent to evaluate any incidences that may occur during the process, and adopt any reasoned decision it deems appropriate.

5.3. The members of the selection committee shall not participate in the process if they:

- Have personal interest in the matter concerned, or in any other, the resolution of which could influence the former; be administrator of a society or an interested entity or have legal issues with any candidate.
- Have a marital or partnership relationship or are related by blood in the fourth degree of affinity within the second degree, with any of the interested parties, with any of the administration of entities or interested companies and also with consultants, legal or mandatory representatives who participate in the process, as well as share professional office or are associated with them for counsel, representation or mandate.
- Have a close friendship or enmity with the any of the persons mentioned in the previous paragraph
- Have participated in the aforementioned legal process as an expert or as a witness

- Have a service relationship with the natural or legal person directly interested in the matter or having provided professional services in any form and under any circumstances or in any place during the last two years.

5.4. Likewise, applicants may challenge the members of the selection committee when any of the circumstances specified in the preceding paragraph occurs.

5.5. For the purposes of communication and other circumstances, the selection committee may be contacted at the Courtleigh Corporate Centre, 6th Floor, 6 - 8, St. Lucia Avenue. Kingston 5, Telephone: 876-929-5555, or via email at emb.kingston@maec.es).

6.- Stages of the Selection Process

6.1. Applicants will be invited to sit the requisite exam by a single announcement; those who fail to attend will be excluded from the process.

6.2 On completion of each phase of the process, the selection committee will post at the Embassy, in the same location, the list of applicants who have fulfilled the minimum requirements to be selected, indicating the scores.

6.3. On completion of the selection phase, the selection committee will publish in the venue (s), at the headquarters of the selection committee and on its web page, the list of successful candidates of this phase, indicating venue, date and time for the interviews in the competitive phase.

6.4. Upon completion of the interviews, the selection committee will publish the venue for the competitive phase, at the headquarters of the selection committee and on its web page, the evaluation of the merits of the previous phases, detailing the scores obtained for each of the merits, those received for the interview and the total score for the selection process

The candidates will then have a period of **five working days** from the date following the publication of said list to submit pertinent arguments. Once that period has been completed, the selection committee will publish the list with the final evaluation of the selection process.

6.5. The selection committee may require, at any time of the process, the accreditation of the identity of the applicants. Likewise, if the committee has knowledge that an applicant does not fulfil any of the requirements in this offer, may decide on the applicant's exclusion, after giving the applicant the opportunity to address the claims.

7. Completion of the Selection Process

7.1. Upon final completion of the submission and interview phases of the process, the Chair of the selection committee will submit to the convening authority the list of applicants that have obtained at least the minimum score required to pass the selection process, in order of points.

This list will be published at the Embassy and on its webpage, as well as in any other locations deemed appropriate, providing the selected applicant **eight working days** for the submission of supporting documentation as required in this offer.

7.2. A number of contracts greater than the number of posts advertised cannot be signed.

7.3. Until the contract is signed, applicants are not entitled to any financial remuneration.

7.4. The selected candidate will be required to complete a probationary period of three months, during which he/she will be evaluated by the competent Authority.

7.5. In the event that the selected candidate fails to provide the corresponding documentation within the time previously indicated, or does not meet the requirements, renounces, or the evaluation of the probation period is unfavourable, the post will be awarded to the next candidate on the list mentioned in paragraph 7.1.

7.6. The conditions of employment are subject to Jamaican Labour Laws.

8. Concluding Regulation

An optional appeal may be made to this body against this offer within one month counting from the date following its publication, or a contentious-administrative appeal within two months from the day following its publication, in accordance with the provisions of Law 39/2015 of 1 October, of the Common Administrative Procedure of Public Administrations and Law 29/1998, of 13 July, regulator of the Contentious Administrative Jurisdiction, meaning that, in the event of an appeal for reconsideration, no contentious-administrative appeal may be filed until it is expressly resolved or the presumptive rejection of the same has occurred .

In Kingston on the 19th day of April 2022



Diego Bermejo Romero de Terreros

ANNEX I

LIST OF POSTS

Professional Category: CHEF

N° of posts	Functions	Remuneration	Duration of contract
1	<ul style="list-style-type: none">▪ Preparation of breakfast, lunch, high tea and dinner for the Ambassador, his family and guests▪ Preparation of menus for events hosted by the Embassy▪ Shopping for items (e.g. groceries, cutlery, cookware, etc.)▪ Thorough cleaning of the kitchen (including cupboards, refrigerators, stoves/ovens, microwaves, fan, window, etc.)▪ Cleaning of the staircase and access passage to the kitchen▪ Cleaning of the dining room, except the silver▪ Cleaning of his/her bedroom and bathroom▪ Assistance with the washing and ironing of kitchen linen▪ Washing and ironing of his/her personal uniform	12,684.96 USD yearly gross salary (this figure includes two bonuses, the amount of which is proportionally paid each month)	Indefinite

ANNEX II

DESCRIPTION OF THE SELECTION PROCESS

The selection process will consist of a testing phase and an evaluation of candidates' merits phase with the activities and evaluation procedures detailed below:

TESTING PHASE:

It will consist of the following elimination tests:

1.- Practical test, which will consist in the resolution of a practical case related to the functions of the post which are detailed in Annex I of the offer. The test will be done manually, not written.

0 to 10 points will be allotted, with 5 being the minimum to move on to the next test.

The score of the testing phase will be the total of all scores received from each one of the tests.

The maximum score which may be received from the testing phase is 10 points. The minimum score from the testing score is 5 points.

COMPETITIVE PHASE

The evaluation for the competitive phase will be done only for candidates who have been successful in the testing phase.

Maximum score for the competitive phase is 6 points.

The competitive phase will consist of:

A. Evaluation of professional and educational merits

The following merits which the candidates must possess on the date of the submission of applications will be evaluated:

1. Professional merits: Experiences in equal posts or similar categories, supported by documentation, will be evaluated

Maximum score: 4 points

Form of punctuation: 0.4 points for each period of six complete month.

On evaluating the professional merits, no distinction will be made in points allocation whether the candidate had worked with the Administration or with a private company

2. **Educational merits:** Courses related to the post, academic certification and other knowledge useful to the post will be evaluated.

Maximum score: 1.5 points

- B. **Interview:** This will consist of a personal interview, aimed at clarifying the merits the candidate claims and his/her professional training to carry out the functions of the post.

Maximum score: 0.5 point

The score of the competitive phase is the sum of all the points earned in each of the merits and the interview.

The final score will be determined by the sum of all points received in the interview and competitive phases.

In the event of a tie, the order will be established by complying with:

1. The highest score obtained in the testing phase
2. the highest score obtained in the first exercise
3. the highest score obtained in the evaluation of the professional merits
4. Article 60 "Work of family members abroad", point 2, of Article 2/2014, of 25 March, of the Action and Foreign Service of the State

The appropriate measures will be adopted in order for applicants with disabilities to enjoy the same conditions as other applicants for the execution of the exercises. In light of this, adjustments will be made where possible for applicants with disabilities who state such in the application.

ANNEX IV

SELECTION COMMITTEE

CHAIRPERSON:

Head: Diego Bermejo Romero de Terreros, Ambassador of Spain in Jamaica

Alternate: Carlos Pascual García (Head of Administrative Affairs)

SECRETARY

Head: María Lourdes González Santos (Chancellor)

Alternate: Susana Gómez Lopera (Secretary to the Ambassador)

MEMBERS

Head: Julia Coc Mendoza (Administrative Officer)

Alternate: Suzette Wood (Assistant)