



CALL FOR ADMISSION AS PERMANENT LABOR STAFF AT THE SPANISH EMBASSY IN TRINIDAD AND TOBAGO WITH THE CATEGORY OF SERVICE EMPLOYEE.

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

RULES OF THE CALL FOR APPLICATIONS

1. General rules

1.1. A selective process is summoned to fill 1 position in the category of service employee by 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 by means of the competitive examination system, with the evaluations, exercises and scores specified in Annex II.

1.3. Once the selection process has concluded, the selected candidate who has accredited compliance with the requirements, up to the maximum number of positions called, shall be given the corresponding contract.

1.4. The terms and conditions of the call for applications will be published in full at the General Access Point www.administración.gob.es, on the website of the Embassy of Spain in Trinidad and Tobago <https://www.exteriores.gob.es/Embajadas/puertoespana/es> and on the Embassy's notice board, Edificio Tatil 7th floor, calle Maraval 11, Port of Spain.

2. Requirements for candidates

2.1. In order to be admitted to the selective process, applicants must meet the following requirements for participation on the day of the deadline for submission of applications and maintain the following requirements until the time of formalization of the employment contract:

2.1.1. Age: Be at least 18 years of age and not exceed the maximum retirement age, if applicable.

2.1.2. Functional compatibility: To possess the functional capacity to perform the tasks of the positions to be called.

2.1.3. Qualification: Not to have been dismissed by means of disciplinary proceedings from the service of any of the Public Administrations or the constitutional or statutory bodies of the autonomous communities, nor to be in absolute or special disqualification for public jobs or positions by judicial decision, or to perform functions similar to those they performed in the case of labor personnel, in 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 his/her State, in the same terms, access to public employment.

2.2. Non-Trinidadian candidates must be in possession of the corresponding residence and work permit or authorization in Trinidad and Tobago on the date of commencement of services. In any case, the contract shall terminate on the day on which the worker ceases to be in possession of the corresponding residence and work permit.



3. Applications

3.1. Those wishing to participate in these selective tests must fill out the form attached as Annex III to this call for applications, which will be available on the website of the Embassy of Spain in Trinidad and Tobago <https://www.exteriores.gob.es/Embajadas/puertoespana/es> and on the Embassy's notice board, Edificio Tatil 7th floor, calle Maraval 11, Port of Spain.

3.2. The submission of applications shall be made at the Registry of the Embassy of Spain in Trinidad and Tobago, electronically, without prejudice to the provisions of art. 16.4 of Law 39/2015 of October 1, of Common Administrative Procedure of Public Administrations, the last day of the deadline being 12/7/2023 and should be addressed to the following address: Embassy of Spain in Trinidad and Tobago Edificio Tatil 7th floor, 11 Maraval Street, Port of Spain.

Applications may be submitted telematically through the General Electronic Registry of the General Administration of the State <https://administracion.gob.es> and through GEISER, O00016230 Registry of the Embassy of Spain in Trinidad and Tobago.

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

In the event that the application is submitted by mail or at any public registry other than that of this Representation, it is recommended that the application be submitted by e-mail sent to the address, emb.puertoespana@maec.es, including a scanned copy of Annex III with the corresponding entry stamp and the Identity Card or Passport.

3.3. The application shall be accompanied by:

- Copy of the Identity Card or Passport.
- Curriculum vitae of the candidate.
- Documentation accrediting the merits that the applicant wishes to be valued in the competition phase.

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

All the documentation listed above may be provided, if applicable, within the period for correction provided for in point 4.1.

3.4. Factual, material or arithmetical 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. After the deadline for the submission of applications, a list will be published in alphabetical order of admitted and excluded applicants, indicating their identity card or passport number, in the manner determined by the seventh additional provision of the Organic Law 3/2018, of December 5, on Personal Data Protection 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 rectify the defect that has led to their exclusion or omission. This list will be published on the web page of the Embassy of Spain in Trinidad and Tobago <https://www.exteriores.gob.es/Embajadas/puertoespana/es> and on the notice board of the Embassy, Edificio Tatil 7th floor, calle Maraval 11, Port of Spain. Likewise, the place, date and time of the first exercise of the competitive examination will be indicated.



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

5. Selection body

5.1. The selection body for this selective process is that which appears as 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 for both sexes.

The selection body shall be responsible for the consideration, verification and assessment of any incidents that may arise in the development of the exercises, adopting in this regard the reasoned decisions it deems appropriate.

5.3. The members of the selection body must abstain from intervening in the following cases:

- Having a personal interest in the matter in question or in another matter whose resolution could influence that of the former; being a director of the company or entity concerned or having a litigious matter with any interested party.
- To have a marital relationship or similar de facto situation and a blood relationship 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 to share a professional office or to be associated with them for the purpose of advice, representation or mandate.
- Having intimate friendship or manifest enmity with any of the persons mentioned in the previous paragraph.
- Having intervened as an expert or witness in the proceeding in question.
- To have a service relationship with a natural or legal person directly interested in the matter, or to have rendered professional services of any kind and in any circumstance or place in the last two years.

5.4. Likewise, the applicants may challenge the members of the selection body when the circumstances set forth in the preceding paragraph are present.

5.5. For the purposes of communications and other incidents, the selection body will have its headquarters at the Embassy of Spain in Trinidad and Tobago, Edificio Tatil 7th floor, 11 Maraval Street, Port of Spain, telephone numbers (868) 6257938, (868) 6282560 and (868) 6221151 and e-mail address emb.puertoespana@maec.es.

6. Development of the selective process

6.1. The candidates will be summoned to the exercise in a single call, and those who do not appear will be excluded from the competitive examination phase.

6.2. Once each of the exercises of the competitive examination phase has been completed, the selection body shall publish, at the place or places where they are held, at the headquarters of the selection body and on its website, the list of candidates who have reached the minimum score established to pass, with an indication of the score obtained. Likewise, the place, date and time of the next exercise, if applicable, shall be indicated.

6.3. Once the competitive examination phase has been completed, the selection body shall publish in the place or places where the competitive examination phase was held, at the headquarters of the selection body and on its website, the list containing the candidates who have passed it, indicating the place, date and time of the interview in the competitive examination phase.

6.4. Once the interviews have been completed, the selection body shall publish at the place or places where the competitive examination phase was held, at the headquarters of the selection body and on its website, the evaluation of the merits of the competitive examination phase, indicating the score obtained in each of the merits, the evaluation of the interview and the total score of the selection process.



The applicants will have a period of five working days, starting from the day after the publication of the list, to make the pertinent allegations. At the end of said period, the selection body shall publish the list with the definitive evaluation of the selection process.

6.5. The selection body may require, at any time during the selection process, the accreditation of the identity of the applicants. Likewise, if it becomes aware that any applicant does not meet any of the requirements set forth in the call, after hearing the interested party, it shall propose his/her exclusion to the convening authority.

7. Overcoming the selective process

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

Said list shall be published in the Center where the vacancies are located and on its web page, as well as in as many places as deemed appropriate, and the first applicants on said list, up to the number of vacancies called, shall have a period of eight working days to present the documentation accrediting the requirements demanded in the call.

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

7.3. Until the contract is not formalized, the applicants shall not be entitled to any financial compensation.

7.4. The contracted applicants shall serve a probationary period of 3 months during which they shall be evaluated by the person in charge of the unit of destination.

7.5. In the event that any of the candidates do not present the corresponding documentation within the established term, do not meet the requirements, resign or the evaluation of the probationary period is unfavorable, the position shall be awarded to the next candidate in the list referred to in base 7.1.

7.6. The labor legislation of Trinidad and Tobago shall be applicable to this recruitment.

8. Final Rule

An appeal for reconsideration may be lodged against this call for applications within a period of one month from the day following its publication, before the same body that issues it, or a contentious-administrative appeal within a period of two months from the day following its publication, before the competent judicial body, in accordance with the provisions of Law 39/2015, of October 1, of the Common Administrative Procedure of the Public Administrations and Law 29/1998, of July 13, regulating the Contentious-Administrative Jurisdiction, meaning that, in case of filing an appeal for reconsideration, no contentious-administrative appeal may be filed until the latter is expressly resolved or there has been a presumptive dismissal of the same.

In Port of Spain, on June 23, 2023.

Signed: The Ambassador of Spain in Trinidad and Tobago



ANEXO I

LIST OF VACANCIES

Categoría	Nº of vacancies	Duties	Remuneration	Duration of contract
	1	Planning, procurement and preparation of meals both daily and receptions or other events, cleaning and maintenance of the rooms, monitoring the storage of furniture and fixtures of the Residence as well as food and beverage products, laundry and ironing of clothes, reception of guests, as well as those others that, according to the category of the position, are entrusted by the Head of Mission.	12.486,76 USD	Indefinite



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 evaluations detailed below:

COMPETITIVE EXAMINATION PHASE:

It will consist of the following eliminatory test:

Practical test, which will consist of the resolution of a practical case study related to the functions of the position listed in Annex I of the call. The test may be solved partly manually and partly in writing.

It will be scored from 0 to 10 points, being necessary a minimum of 5 points to pass to the next test.

The maximum score for the competitive examination phase will be 10 points. The minimum score for the competitive examination phase will be 5 points.

COMPETITIVE EXAMINATION PHASE

The evaluation of the competitive examination phase will be made only to candidates who have passed the competitive examination phase.

The maximum evaluation of the competitive examination phase will be 6 points.

The competition phase will consist of:

A. Assessment of professional and training merits

The following merits will be valued, which must be possessed at the date of finalization of the presentation of applications:

1. Professional merits: experience in positions of the same or similar category, accredited by documentary evidence, will be valued.

Maximum score: 4 points.

Method of scoring: 0.4 points for each full six-month period of experience.

When assessing the professional merits, having held a position in the Administration will be given the same score as in a private company.

2. Training merits:

Courses related to the position, academic degrees and other knowledge useful for the position will be valued.

Maximum score: 1.5 points.

B. Interview: It will consist of a personal interview, detailing the aspects to be covered in a concise and exhaustive manner, not being able to include elements that have already been valued in the rest of the merits of the competition phase. The interview shall not be of an eliminatory nature.

Maximum score: 0.5 points.

The score of the competition 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 competitive examination phase.

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

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

The necessary measures shall be adopted so that applicants with disabilities enjoy the same conditions as the rest of the applicants in the performance of the exercises. In this sense, for those applicants with disabilities who so state in their application, the possible adaptations in time and means for their performance will be established.



ANNEX III

APPLICATION FOR PARTICIPATION IN THE SELECTIVE PROCESS FOR PERMANENT LABOR PERSONNEL AT THE SPANISH EMBASSY IN TRINIDAD AND TOBAGO IN THE CATEGORY OF SERVICE EMPLOYEE.

PERSONAL INFORMATION

SURNAMES.....
NAME.....
NATIONAL ID DOCUMENT OR PASSPORT N°.....
ADDRESS (street,ave)
N° FLOOR..... CITY.....
COUNTRY..... TELEPHONE and/or EMAIL ADDRESS.....
DATE OF BIRTH.....
COUNTRY OF BIRTH..... NATIONALITY.....
DISABILITIES..... ADAPTATION REQUESTED

PROFESSIONAL DETAILS

Current job position (category, seniority, organization, location, etc.):

ACADEMIC QUALIFICATIONS

High school graduate or equivalent.

PROFESSIONAL MERITS

Experience in positions of the same category		
Name of position	Company or public body	Period worked (months, days, years)
Experience in positions of the same category		
Name of position	Company or public body	Period worked (months, days, years)

TRAINING MERITS

Other qualifications or specialties
(Courses, Seminars and other knowledge useful for the position)

PERSONAL DATA PROTECTION CLAUSE

In compliance with the Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights and the 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 listed in the call for applications for the sole purpose of resolving the above selective process, and you may exercise your rights of access, rectification, deletion, limitation and opposition before that same managing center. The legitimacy for the processing of your data is the fulfillment of legal obligations, as well as your consent. We also inform you that the recipient of your data will be exclusively the Public Administration. They will not be disclosed to third parties, except in case of legal obligation, nor will they be transferred to a third country or international organization. You can consuladditional and detailed information on data protection on the website of the Representation.

in....., a.....de de 20...

(Signature)

Embassy of Spain in Trinidad and Tobago.



Tatil Building, 7th floor, 11 Maraval St. Port of Spain.

ANNEX IV

SELECTION BODY

CHAIRMAN:

Principal FERNANDO NOGALES ÁLVAREZ. AMBASSADOR.

Alternate CRISTINA ARGÜELLES GARCÍA. DEPUTY HEAD OF MISSION.

SECRETARY:

Principal VIDAL GALLARDO CEBALLOS. HEAD OF ADMINISTRATION.

Alternate JOAQUÍN SALVADOR PUGA NUÑEZ. EMBASSY SECRETARY.

VOCALES:

Principal NEILITZA HERRERA MORENO. ADMINISTRATIVE OFFICER.

Alternate JULIET BRADY. ADMINISTRATIVE ASSISTANT.

Please note that this document serves only as courtesy translation of the Spanish version.

All forms must be completed in Spanish.