

CALL OF TENDER FOR THE ESTABLISHMENT OF A CANDIDATE LIST FOR THE RECRUITMENT OF TEMPORARY REPLACEMENT STAFF AT THE EMBASSY OF SPAIN IN SINGAPORE WITH THE CATEGORY OF OFFICER

Pursuant to the provisions set forth by the Secretariat of State of Public Administration in its Resolution of 18th February 2015, which establishes the selection criteria of personnel overseas, the selection process is hereby opened in accordance with the following:

TENDER TERMS

1. General guidelines

- 1.1. A selection process for the purpose of establishing a candidate list for the recruitment of temporary replacement staff in the professional category of OFFICER, is opened to external tender.

The maximum number of candidates to be selected shall be ten.

The functions, remuneration and other characteristics of the vacancies are detailed in Annex I.

- 1.2. The selection process will take place following an external tender - public examination system, with assessments, exercises and scoring as specified in Annex II.
- 1.3. Upon completion of the selection process, successful applicants who comply with the requirements, up to the maximum number of available vacancies, will be awarded the contract.
- 1.4. These tender terms will be published on the noticeboard and website of the Embassy of Spain in Singapore <https://www.exteriores.gob.es/Embajadas/singapur/en> and at the general access point www.administracion.gob.es

2. Requirements for applicants

- 2.1. To enter the selection process, applicants will need to comply with the deadline to submit applications, and until such time as the employment contract is executed, with the following requirements:
 - 2.1.1. Age: Be at least 16 years of age and not older than the maximum retirement age.
 - 2.1.2. Qualification: Applicants must hold a Bachiller (Upper Secondary Education Diploma) or an equivalent qualification.
 - 2.1.3. Role compatibility: Have the required skills to perform the tasks typical of the available vacancies.
 - 2.1.4. Clearance: Have no prior disciplinary record ceasing employment for any Public Administration, or for any constitutional or statutory bodies of the autonomous communities. Not be fully or otherwise disqualified through legal ruling to hold public posts or positions, or to perform a similar role to that being performed when employment ceased or disqualification occurred, in the case of personnel. For nationals of a different Country, neither be disqualified or equivalent, nor have a disciplinary record or equivalent that may prevent them from accessing public employment in their Country under the same terms.

- 2.2. Non-Singaporean applicants must be in possession of the appropriate permit or authorisation to live and work in Singapore by the start date of their services. In any case, the contract will terminate on the day the employee ceases to hold the appropriate residence and work permit or authorization.

3. Applications

- 3.1. Persons wanting to participate on these selection tests must fill in the form on Anex III of this call to tender, which will be available on the noticeboards and website of the Embassy of Spain in Singapore <https://www.exteriores.gob.es/Embajadas/singapur/en>
- 3.2. Applications shall be submitted electronically to the Spanish Embassy in Singapore, without prejudice to the provisions of Article 16.4 of Law 39/2015 of 1 October, on the Common Administrative Procedure for Public Administrations. The deadline is September 11th 2026. Applications must be sent to the following address: 7 Temasek Boulevard #39-00, Suntec Tower One, Singapore 038987.

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

Applications submitted through Geiser must be addressed to 000006178 code.

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

For applications submitted by mail or filed at a public register other than that of the Embassy of Spain in Singapore, we recommend to have them forwarded by e-mail to emb.singapur@maec.es, including a scanned copy of Annex III bearing the corresponding entry stamp, and a copy of the National Identity Card or Passport.

- 3.3. The application shall be submitted with:
- A photocopy of the Identity Card or Passport.
 - A photocopy of the qualification required in Annex I.
 - The applicant's curriculum vitae (CV).
 - Certifying documents of the qualifications the applicant wishes to have taken into account during the tender phase.

Failing to submit the application within the prescribed timeframe and manner (identity document, driving license and CV) will result in the exclusion of the applicant. Failing to submit the certifying documents of the qualifications will result in said qualifications not being taken into account during the tender phase.

Listed documentation may be provided, where appropriate, within the correction period provided for in section 4.1.

- 3.4. Factual, material or arithmetical errors that may be found on the application can be corrected at any point on behalf or upon request of the interested party.

4. Admittance of applicants

- 4.1. Following the deadline to submit applications, the list of successful and rejected applicants will be published in alphabetical order, indicating the reasons for rejection and the identity card or passport number. Rejected applicants may, within five working days starting on the day after the list is published, correct the error that resulted in their rejection or omission. The list will be published on the noticeboards and website of the Embassy of Spain in Singapore <https://www.exteriores.gob.es/Embajadas/singapur/en>. Similarly, the place, date and time to complete the public examination will be indicated.
- 4.2. Following this deadline, should any changes have occurred, these will be published on the same places and venues as the original list.

5. Selection Board

- 5.1. The selection board for this selection process is described in Annex IV.
- 5.2. The selection board, in accordance with article 14 of the Spanish Constitution, will safeguard the strict compliance with gender equality.

The selection board shall be responsible for evaluating, verifying and assessing any incidents that may occur during the progress of the exercises, and shall in that regard make any justified decisions at their discretion.

- 5.3. Members of the selection board must refrain from intervening in the following cases:
 - Where a personal interest exists in the matter at hand, or in any other, if the resolution may be influenced by the member; where the member is a director of the applying company or entity or is in litigation with any of the applicants.
 - Where the member is related by marriage or similar domestic partnership, or by blood up to the fourth degree or kinship up to the second degree, to any of the applicants or directors of applying entities or companies, or to the advisers, legal representatives or agents intervening in the process, or if the member shares a professional office or is associated to the aforementioned persons to provide advice, representation or agency.
 - Where the member has a close friendship or open enmity with any of the persons referred to in the previous paragraph.
 - Where the member has taken part as expert witness or witness in the process at hand.
 - Where the member is employed by the natural or legal person directly interested in the matter or has rendered professional services for them of any type, under any circumstance or in any place, over the past two years.
- 5.4. Moreover, applicants may recuse members of the selection board in the event of the concurrence of the aforementioned circumstances.
- 5.5. For communication purposes and any other matters, the selection board will be based at the Embassy of Spain in Singapore, 7 Temasek Boulevard #39-00. Suntec Tower One. Singapore 038987; telephone +65 6725 9220, e-mail address: emb.singapur@maec.es.

6. Progress of the selection process

- 6.1. Applicants shall be convened to take the test only once, with those failing to attend being excluded from the tender.
- 6.2. Upon completion of the exercise of the public examination, the selection board shall publish, in the place or venue where it was held, in the headquarters of the selection board, and on its website, the list of applicants who achieved the minimum score required, and the score they attained. The place, date and time of the interview of the tender phase will also be indicated.

- 6.3. Once the interviews have been completed, the selection board will publish the assessment of the merits from the tender phase at the location where the public examination phase was held, at the selection board headquarters and on its website. This assessment include the scores obtained for each merit, the interview, and the total score of the selection process.

Applicants will have five working days, starting from the day after the publication of this list, to submit any relevant objections. Once this period has elapsed, the selection board will publish the list with the final assessment of the selection process.

- 6.4. The selection board may request proof of identity from any applicants at any point during the selection process. Additionally, should the selection board be aware that any applicants do not meet the requirements to enter the tender, the selection board shall recommend their exclusion to the convening authority, further to a meeting with the interested party.

7. Passing of the selection process

- 7.1. Upon completion of the public examination and tender phases, the President of the selection board shall present to the convening authority the list of applicants who have achieved the minimum score to pass the selection process, in order of score.

Said list shall be published on the notice board of the Embassy of Spain, on its website, and in any other places and venues deemed appropriate, and the first applicants on the list, up to the number of available vacancies, shall have a period of five working days to present the documents that back the tender requirements.

- 7.2. The list of candidates for future temporary replacement appointments shall remain valid for two years from the date of the first appointment, unless a new list is published beforehand to replace it, and shall be used to fill temporary vacancies.
- 7.3. Employment contracts entered into through this list of candidates shall be governed by the labour legislation of Singapore.

8. Management of the candidates list

- 8.1. The candidate list shall operate on a rotating basis, so that once the last selected candidate has been appointed, the cycle shall start again, provided that the list remains valid.

- 8.2. The Mission shall offer employment strictly in the order established in the candidate list by contacting applicants using the contact details provided in their application for participation in the selection process.

Candidates shall have a period of five working days to accept the offer and submit documentary evidence proving compliance with the requirements set forth in the vacancy announcement.

- 8.3. If a candidate cannot be contacted, or having been duly notified fails to appear at the specified date and place, the offer shall be made to the next candidate on the list.

Once their employment contract has ended, selected candidates shall be reinstated on the candidate list and placed at the bottom thereof.

- 8.4. Candidates who have been contacted and fail to report shall forfeit their position on the candidate list, unless they fall within any of the grounds referred to in section 9.2, in which case they shall be contacted again when their turn arises.
- 8.5. Applicants shall not be entitled to any remuneration until their employment contract has been formally executed.
- 8.6. Applicants who are hired shall be required to complete a probationary period of fifteen days, during which they shall be assessed by the head of the unit to which they are assigned.
- 8.7. If any candidate fails to submit the required documentation within the established time limit, does not meet the required eligibility criteria, resigns during the probationary period, or receives an unfavourable probationary assessment, the position shall be offered to the next candidate on the list referred to in section 7.1. The candidate concerned shall be removed from the candidate list.
- 8.8. As the purpose of the candidate list is to facilitate the recruitment of temporary replacement staff for the professional category announced, the temporary employment contract shall automatically terminate when the substantive holder of the post returns to duty or changes his or her administrative status, thereby losing entitlement to reservation of the post.
- 8.9. Candidates who, at the time they are contacted, are on maternity leave or experiencing a high-risk pregnancy shall be called under the same conditions as the other candidates on the list, and their appointment shall likewise become effective.

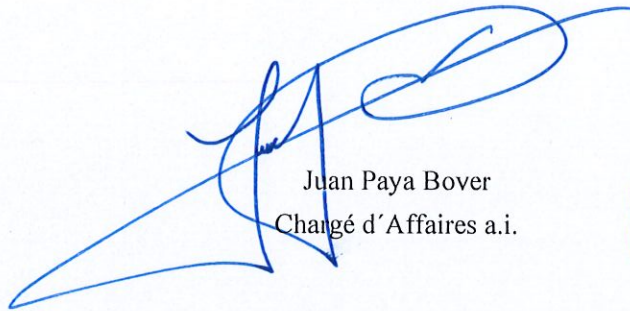
9. Exclusions

- 9.1. The following shall constitute grounds for removal from the candidates list:
 - Failure to comply with any of the requirements set forth in the vacancy announcement.
 - Refusal of an offer of employment without a duly justified force majeure reason.
 - Failure to submit the required documentation within the established time limit.
 - Failure to pass the probationary period in a previous appointment corresponding to the same professional category.
- 9.2. The following candidates shall retain their position on the list and may be considered for the next employment opportunity that arises:
 - Candidates who are unable to accept an offer due to illness, provided that such circumstance is supported by the appropriate official medical documentation, or where there is another duly justified force majeure circumstance, as freely assessed by the Selection Board.
 - Candidates who, at the time they are contacted, are employed in the public sector.

10. Final guideline

To appeal this tender call for reconsideration, an appeal may be filed within two months from the date of publication of this tender, before the Social Courts of Madrid, in accordance with article 6.2 of Law 36/2011, of the 10th of october, which regulates social jurisdiction.

In Singapore, on 1st September 2026



Juan Paya Bover
Chargé d'Affaires a.i.



ANNEX I

LIST OF VACANCIES

Job category		OFFICER		
Number of vacancies	Required degree	Functions	Remuneration	Duration of the contract
ONE	Upper Secondary Education Diploma (Bachiller) or equivalent qualification.	Preparation of schedules and provision of support in the organization of receptions, meetings, and other protocol, institutional, or cultural events. Liaison with Singaporean government authorities and other embassies. Management of correspondence, telephone communications, and the drafting of written communications. Support in administrative and consular matters, as well as the performance of any other duties related to the employee professional category as may be assigned by the Head of Mission. Participation in any duty rosters that may be established, including, where applicable, those relating to the operation of the consular emergency telephone service.	3.236,00 USD (United States Dollars) gross monthly salary, including all items of compensation.	Until the incumbent loses the right to reinstatement to the post.

ANNEX II

DESCRIPTION OF THE SELECTION PROCESS

The selection process will comprise a public examination phase and a tender phase, with the exercises and assessments detailed below:

PUBLIC EXAMINATION PHASE:

It will consist of the following qualifying test:

Practical test, consisting of the resolution of a practical case related to the duties and responsibilities of the position as set out in Annex I of this vacancy announcement. The test may be completed using standard office software tools.

It will be scored from 0 to 10 points, with a minimum of 5 points required to pass.

TENDER PHASE:

The assessment of the qualifications shall be done only for applicants who pass the public examination phase.

The maximum score for the tender phase shall be 6 points.

Tender phase shall consist :

A. Professional and training qualifications:

The following merits will be assessed, and must be possessed by the application deadline:

1. **Professional qualifications:** Experience in roles of the same or similar category, proven through the relevant documents.

Maximum score: 4 points

Method of scoring: 0.33 points for every period of 1 complete month of experience.

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

2. **Training qualifications:**

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

Maximum score: 1.5 points

- B. **Interview:** which shall consist of a personal interview, directed at evaluating, among others, the merits, professional qualifications and experience that the applicant has put forward. The interview will not be eliminatory.

Maximum score: 0.5 points

The score of the tender phase shall be the sum of the points achieved from professional qualifications and interview.

The final score shall be determined by the sum of the points achieved during the public examination and tender phases.

In the event of a draw between several applicants, the sorting shall depend on:

1. The highest score achieved on the public examination phase.
2. The highest score achieved on the first exercise.
3. The highest score achieved on the evaluation of professional qualifications.
4. Article 60 "Work of relatives overseas", section 2, of Act 2/2014 of the 25th of March, of the State Foreign Service and Action.

Appropriate measures shall be taken to ensure that disabled applicants are able to complete the exercises under the same conditions as the rest of applicants. In this sense, any possible applicable adaptations given the timing and resources shall be implemented to ensure that candidates whose disability was disclosed in their application may complete the exercises.

ANNEX III

APPLICATION TO PARTICIPATE ON THE SELECTION PROCESS TO ESTABLISH A CANDIDATE LIST FOR THE RECRUITMENT OF TEMPORARY REPLACEMENT STAFF AT THE EMBASSY OF SPAIN IN SINGAPORE WITH THE CATEGORY OF OFFICER

PERSONAL INFORMATION

SURNAME(S)	
NAME	
IDENTITY CARD OR PASSPORT NUMBER	
ADDRESS (street, avenue, square)	
#	CITY
COUNTRY..... TELEPHONE and/or E-MAIL ADDRESS	
DATE OF BIRTH.....	
COUNTRY OF BIRTH..... NATIONALITY	
DISABILITY..... REQUESTED ADAPTATION	

PROFESSIONAL INFORMATION

Current position (job category, tenure, body, city):

ACADEMIC DEGREE

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PROFESSIONAL QUALIFICATIONS

Experience in roles of identical category		
Job Title	Company or Public Body	Duration of employment (months, days, years)
Experience in roles of similar category		
Job Title	Company or Public Body	Duration of employment (months, days, years)

TRAINING QUALIFICATIONS

Other degrees or specialties
(Courses, Seminars and other expertise applicable to the role)

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 27 April 2016 on the protection of individuals with regard to the processing of personal data and the free movement thereof, we inform you that your personal data will be processed by the management center that appears in the call for the sole purpose of resolving the above-mentioned selective process, being able to exercise the rights of access, rectification, deletion, limitation and opposition before that same management center. The legitimacy for the treatment 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. These will not be assigned to third parties, except in case of legal obligation, nor will they be transferred to a third country or international organization. You can consult the additional and detailed information on data protection on the website of the Representation.

In Singapore, on the of of.....

(Signature)

Embassy of Spain in Singapore.

7 Temasek Boulevard #39-00. Suntec Tower One. Singapore 038987

ANNEX IV

SELECTION BOARD

PRESIDENT:

Head: Juan Payá Bover. Deputy Head of Mission. Diplomatic Career.

Substitute: Eduardo Timor Royo. Management Corps of the Public Administration of the State.

SECRETARY:

Head: Nuria Escalada Gómez. General Administrative Corps of the Administration of the State.

Substitute: Juan Semitiel Saorín. General IT Assistant Corps of the Administration of the State.

CHAIRS:

Head: Eduardo Timor Royo. Management Corps of the Public Administration of the State.

Substitute: Carlos Arcas Barnés. Officer.