

CALL TO TENDER TO JOIN THE EMBASSY OF SPAIN IN SINGAPORE AS TEMPORARY STAFF MEMBER WITH THE CATEGORY OF ASSISTANT

Pursuant to the provisions set forth by the Secretariat of State of Public Administration on 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. The selection process for ONE vacancy to fill the position of TEMPORARY ASSISTANT is opened to external tender.

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

- 1.2. The selection process will be realized 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 are compliant with the requirements, up to the maximum number of available vacancies, will be awarded the pertinent 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 on 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: Holding the title of Graduate in Compulsory Secondary Education or equivalent.
 - 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 pertinent 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 2nd October 2025. 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 O00006178 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 copy of the driving license.
 - 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 public examination.
- 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 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, sorted by score.

Said list shall be published at the Centre that originates the available vacancies, 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 eight working days to present the documents that back the tender requirements.

- 7.2. The number of contracts awarded shall not exceed the number of available vacancies.
- 7.3. Applicants shall not be entitled to any remuneration until the contract is executed.
- 7.4. Recruited applicants shall complete a 15 days probationary period during which they will be assessed by the person responsible for the role being awarded.
- 7.5. Should any applicants fail to submit the pertinent documents within the established deadline, fail to comply with the requirements, quit, or receive an unfavourable assessment further to the probationary period, the vacancy shall be awarded to the next applicant on the list referenced on section 7.1.
- 7.6. This recruitment shall be pursuant to Singapore employment laws.

8. Final guideline

Against this call, an appeal for reconsideration may be filed, optionally, within one month from the day following its publication, before the same board that issued it, or an contentious-administrative appeal within two months from the day following its publication, before the competent judicial board, in accordance with the provisions of Law 39/2015, of October 1st, on the Common Administrative Procedure of Public Administrations and Law 29/1998, of July 13th, regulating the Contentious-Administrative Jurisdiction, meaning that, in the event of filing an appeal for reconsideration, a contentious-administrative appeal may not be filed until the appeal is expressly resolved or the presumed dismissal thereof has occurred.

At Singapore, on 22nd September 2025.

The Ambassador of Spain

Mercedes Alonso Frayle



ANNEX I

LIST OF VACANCIES

TEMPORARY ASSISTANT				
Job category	Required degree	Functions	Remuneration	Duration of the contract
Number of vacancies				
ONE	Graduate in Compulsory Secondary Education or equivalent	Administrative functions. Attending people (in person, by email, or by telephone), support to the consular section, support in the organization of cultural events, support in contracting tasks and supplier management, filing and registration, management of computer equipment, as well as all those tasks related to his/her category that are entrusted to him/her by the Head of Mission. Participation in the duty shifts established, including, where applicable, those related to the consular emergency phone service.	3,132.25 USD (United States Dollars) gross monthly salary, including all items of compensation.	12 months

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, which will consist in the resolution of a practical case related to the duties of the position listed in Annex I of the call. The test shall be completed using 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, detailing the topics to be covered in a concise and exhaustive manner. It may not include elements that have already been assessed in the other merits of the tender phase. The interview may 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, 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 OF A TEMPORARY STAFF MEMBER OF THE EMBASSY OF SPAIN IN SINGAPORE WITH THE CATEGORY OF ASSISTANT

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):
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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 2025

(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. Diplomatic Career.

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

SECRETARY:

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

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

MEMBER:

Head: María Pilar Latre Cardiel. Assistant.

Alternate: Pablo Lopez-Cuervo Medina. Officer.