

CALL FOR APPLICATIONS FOR PERMANENT EMPLOYMENT AT THE PERMANENT REPRESENTATION OF SPAIN TO THE OSCE IN VIENNA, IN THE CATEGORY OF SERVICE EMPLOYEE

Taking into account, where applicable, the provisions of the Resolution of the State Secretariat for Public Administrations of 18 February 2015, which establishes criteria for the selection of staff abroad, a selection process is hereby announced in accordance with the following:

TERMS AND CONDITIONS

1. General Rules

1.1. A selection process is hereby announced to fill 1 position in the Service Employee category through open competition.

The duties, remuneration, and other characteristics of the position are detailed in Annex I.

1.2. The selection process will be conducted through a competitive examination, with the assessments, exercises, and scoring specified in Annex II.

1.3. Upon completion of the selection process, the selected candidates who have demonstrated compliance with the required qualifications, up to the maximum number of positions available, will be offered the corresponding contract.

1.4. The complete terms and conditions of the call for applications will be published on the General Access Point www.administracion.gob.es, on the notice board and on the website of the Permanent Representation of Spain to the Organization for Security and Cooperation in Europe (OSCE) in Vienna. The terms and conditions of this call for applications will also be forwarded to the Permanent Representation of Spain to the United Nations Office and other International Organizations, the Embassy of Spain, the Cervantes Institute, the Trade Office and the Tourist Office in Vienna for publication on their respective websites.

2. Candidate Requirements

2.1. To be admitted to the selection process, applicants must have the following participation requirements on the closing date for applications and maintain them until the formalization of the employment contract:

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

2.1.2. Functional Compatibility: Possess the functional capacity to perform the duties of the advertised positions.

2.1.3. Eligibility: Not to have been dismissed from service in any Public Administration or constitutional or statutory body of the Autonomous Communities through disciplinary proceedings, nor to be subject to absolute or special disqualification from public employment or office by judicial ruling, or from performing functions similar to those previously held in the case of contract staff who have been dismissed 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 subject to a disciplinary or equivalent sanction that prevents, in their State, access to public employment under the same terms.

2.2. Non-EU candidates must hold the corresponding residence and work permit or authorization in Austria on the date of beginning of services. In any case, the contract will be terminated on the day the employee ceases to hold the corresponding residence and work permit or authorization.

3. Requests

3.1. Those wishing to participate in these selection tests must complete the form included as Annex III to this call for applications, which will be available on the notice board and on the website of the Permanent Representation of Spain to the OSCE in Vienna: www.exteriores.gob.es/RepresentacionesPermanentes/osce/es/Representacion/Paginas/Oferencias-de-empleo.aspx.

3.2. Applications must be submitted electronically to the Permanent Representation of Spain to the OSCE in Vienna, without prejudice to the provisions of Article 16.4 of Law 39/2015 of 1 October, on the Common Administrative Procedure of Public Administrations, within 10 business days following the date of publication of this call, and applications should be sent to the following address: Argentinierstraße 34, 1040 Vienna (Austria).

Applications may be submitted electronically through the General Electronic Registry of the Spanish State Administration (<https://administracion.gob.es>) (GEISER: General Registry of the Permanent Representation of Spain to the Organization for Security and Co-operation in Europe in Vienna – EA0038488).

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). Ordinary postmarks or postal payment receipts will not be accepted as proof of timely submission.

If the application is submitted by mail or to a public registry other than that of this Representation, it is recommended that it be submitted in advance by email to esp.osce@maec.es, including a scanned copy of Annex III with the corresponding entry stamp and a copy of the applicant's Identity Document or Passport.

3.3. The application must be accompanied by:

- A copy of the applicant's Identity Document or Passport.
- The applicant's curriculum vitae.
- Supporting documentation for the merits the applicant wishes to have assessed in the competitive phase.

Failure to submit this documentation will result in the applicant's exclusion from the selection process, unless it consists solely of documentation supporting the merits the applicant wishes to have assessed in the competitive phase, in which case the applicant may be admitted but will receive zero points in the merit assessment.

All the listed documentation may be submitted, if applicable, within the correction period stipulated in point 4.1.

3.4. Any factual, material, or arithmetic errors that may be found in the application may be corrected at any time, either ex officio or at the request of the applicant.

4. Admission of Applicants

4.1. Once the application period has ended, an alphabetically ordered list of admitted and excluded applicants will be published, indicating their 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 specifying the reasons for exclusion. A period of five working days, starting the day after the publication of the list, will be granted to rectify the defect that led to their exclusion or omission. This list will be published on the notice board and website of the Permanent Representation of Spain to the OSCE in Vienna. The place, date, and time of the first examination will also be indicated.

4.2. After this period, if any changes have occurred, they will be published in the same places and through the same means as the initial lists.

5. Selection Committee

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

5.2. In accordance with Article 14 of the Spanish Constitution, the selection committee shall ensure strict compliance with the principle of equal opportunities for both sexes.

The selection committee shall be responsible for considering, verifying, and assessing any issues that may arise during the course of the exercises, adopting the reasoned decisions it deems appropriate.

5.3. 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 could influence the former; being an administrator of a company or entity with an interest in the selection process; or having a legal dispute with any interested party.

- Having a marital or de facto relationship, or a blood relationship within the fourth degree or a relationship by marriage within the second degree, with any of the interested parties, with the administrators of interested entities or companies, and also with the advisors, legal representatives, or agents involved in the proceedings, as well as sharing a professional office or being associated with them for advice, representation, or agency.

- Having a close friendship or manifest enmity with any of the persons mentioned in the previous section.

- Having participated as an expert witness or as a witness in the proceedings in question.

- Having a service relationship with a natural or legal person directly interested in the matter, or having provided them with professional services of any kind in the last two years, under any circumstances or in any place.

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

5.5. For the purposes of communications and other incidents, the selection body will be based at the Permanent Representation of Spain to the OSCE at Argentinierstrasse 34 No. 34 in Vienna, telephone +43 (0)1 505 86 00 250062, email address esp.osce@maec.es.

6. Selection Process Development

6.1. Candidates will be convined to the examination in a single call, and those who fail to appear will be excluded from the competitive examination phase.

6.2. Upon completion of each examination in the competitive examination phase, the selection board will publish, at the location(s) where it was held, at the selection board's headquarters, and on its website, the list of candidates who have achieved the minimum score required to pass, indicating the score obtained. The location, date, and time of the next examination, if applicable, will also be indicated.

6.3. Once the competitive examination phase is complete, the selection committee will publish, at the location(s) where the examination phase was held, at the selection board's headquarters, and on its website, the list of candidates who have passed, indicating the location, date, and time of the interview in the merit-based assessment phase.

6.4. Once the interviews are completed, the selection committee will publish the merit assessment for the competitive phase at the location(s) where the competitive examination phase was held, at the committee's headquarters, and on its website. This assessment will include the score obtained for each merit, the interview score, and the total score for the selection process.

Candidates will have five business days, starting the day after the publication of this list, to submit any relevant appeals. After this period, the selection committee will publish the list with the final assessment for the selection process.

6.5. The selection committee may request proof of identity from candidates at any time during the selection process. Furthermore, if it becomes aware that any candidate does not meet any of the requirements stipulated in the call for applications, it must, after hearing from the interested party, propose their exclusion to the convening authority.

7. Passing the Selection Process

7.1. Once the competitive examination and merit-based assessment phases are completed, the Chair of the selection committee will submit to the convening authority a list of candidates who have obtained at least the minimum score required to pass the selection process, in order of their scores.

This list will be published at the Center where the advertised positions are located and on its website, as well as in any other locations deemed appropriate. The first candidates on this list, up to the number of advertised positions, will have eight business days to submit the documentation proving they meet the requirements stipulated in the call for applications.

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

7.3. Until the contract is formalized, candidates will not be entitled to any financial compensation.

7.4. Successful candidates will be required to complete a one-month probationary period during which they will be evaluated by the head of the receiving unit.

7.5. If any candidate fails to submit the required documentation within the established deadline, does not meet the required qualifications, resigns during the probationary period, or receives an unfavorable evaluation during the probationary period, the position will be awarded to the next candidate on the list referred to in section 7.1.

7.6. This employment contract will be governed by Austrian labor law.

8. Final Provision

This call for applications may be challenged before the Social Courts of Madrid within two months from the day following its publication, in accordance with Article 6.2 of Law 36/2011, of October 10, regulating social jurisdiction.

In Vienna, on 29 may 2026.

The Ambassador Permanent Representative

Cristóbal Valdés Valentín-Gamazo

ANNEX J

LIST OF PLACES

Professional Category

Number of places	Functions	Remuneration	Contract duration
ONE	<p>Perform cleaning duties for the Residence, iron residents' clothing, care and maintenance of bed linens and tablecloths, and other service tasks, including daily table service and assistance at social events. Occasionally, provide support to the kitchen service.</p> <p>All other duties inherent to the position as assigned by the Head of the Office or immediate supervisor.</p>	22.837,00 € full annual amounts for all concepts	permanent

ANNEX II

DESCRIPTION OF THE SELECTION PROCESS

The selection process will consist of a competitive examination phase and a merit-based assessment phase, with the exercises and evaluations detailed below:

COMPETITIVE EXAMINATION PHASE:

This phase will consist of the following eliminatory tests:

1. Practical test, which will consist of solving a practical case related to the duties of the position listed in Annex I of the call for applications. The test may be completed manually.

It will be scored from 0 to 10 points, with a minimum of 5 points required to proceed to the next test.

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

MERIT-BASED ASSESMENT PHASE

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

The maximum score for the merit-based assessment phase will be 6 points.

The merit-based assessment phase will consist of:

A. Assessment of Professional and Educational Merits

The following merits will be assessed, and applicants must possess them by the application deadline:

1. Professional Merits: Experience in positions of the same or similar category, duly documented, will be assessed.

Maximum score: 4 points.

Scoring method: 0.4 points for each full six-month period of experience.

When assessing professional merits, experience in the public sector will be weighted equally with experience in the private sector.

2. Educational Merits: Courses related to the position, academic qualifications, and other knowledge relevant to the position will be assessed.

Maximum score: 1.5 points.

B. Interview: This will consist of a personal interview aimed at clarifying, among other aspects, the merits claimed by the applicant and their professional qualifications for the position. The interview will not be eliminatory.

Maximum score: 0.5 points.

The score for the competitive phase will be the sum of the scores obtained in each of the merit-based assessments and the interview.

The final score will be determined by the sum of the scores obtained in the competitive examination phase and the competitive 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. Highest score obtained in the professional merit assessment.

4. Article 60, "Work of Family Members Abroad," point 2, of Law 2/2014, of March 25, on State Foreign Service and Action.

The necessary measures will be taken to ensure that applicants with disabilities enjoy the same conditions as all other applicants when taking the exercises. In this regard, for applicants with disabilities who indicate this in their application, possible adjustments will be made in terms of time and resources for their application.

ANNEX III
APPLICATION FOR PARTICIPATION IN THE SELECTION PROCESS FOR
PERMANENT STAFF AT THE PERMANENT REPRESENTATION OF SPAIN
TO THE OSCE IN VIENNA WITH THE CATEGORY OF SERVICE
EMPLOYEE.

PERSONAL DATA

SURNAME.....
NAME.....
ID 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, location):

ACADEMIC QUALIFICATION

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PROFESSIONAL MERITS

Experience in jobs of the same category		
Job title	Company or Public Body	Period worked (months, days, years)
Experience in similar job categories		
Job title	Company or Public Body	Period worked (months, days, years)

EDUCATIONAL MERITS

Other qualifications or specializations
(Courses, Seminars and other skills 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 Regulation (EU) 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 indicated in the call for applications for the sole purpose of resolving the aforementioned selection process. You may exercise your rights of access, rectification, erasure, restriction of processing, and objection before this same managing center. The legal basis for processing your data is compliance with legal obligations, as well as your consent. We also inform you that the recipient of your data will be exclusively the Public Administration. Your data will not be transferred to third parties, except in cases of legal obligation, nor will it be transferred to a third country or international organization. You can consult additional and detailed information on data protection on the Representation's website.

In....., on20...

(Signature)

(Permanent Representation of Spain to the OSCE, Argentinierstrasse A 34 1040 Vienna (Austria).

ANNEX IV

SELECTION COMMITTEE

CHAIRMAN:

Incumbent: Pablo Gómez de Olea Bustinza, Deputy Permanent Representative on secondment (Diplomatic Career)

Alternate: Santiago Gómez-Acebo Rodríguez-Spiteri, Deputy Permanent Representative for Political-Military Affairs (Diplomatic Career)

SECRETARY:

Incumbent: Carmen Municio Díaz, Counselor (Diplomatic Career)

Alternate: José Carlos Patiño Rejas, Chancellor (on leave from the Tax Service Technical Corps)

MEMBERS:

Incumbent: Divino Ferreira Fonseca (Certified Employee, Cook)

Alternate: Ana Sánchez Castilla (Certified Employee, Officer)