

MINISTRY OF FOREIGN AFFAIRS, EUROPEAN UNION AND COOPERATION

CALL FOR APPLICATIONS FOR PERMANENT EMPLOYMENT AS A BUTLER AT THE EMBASSY OF SPAIN IN YAOUNDÉ

Taking into account, insofar as applicable, the provisions of the Resolution of the Secretariat of State for Public Administrations of 18 February 2015 establishing criteria governing the recruitment of locally employed staff abroad, it has been decided to launch a selection process in accordance with the following:

TERMS AND CONDITIONS

1. GENERAL PROVISIONS

1.1 A selection process is hereby announced to fill one (1) permanent position in the category of BUTLER through the open recruitment system.

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

1.2 The selection process shall be carried out by means of a competitive examination and merit assessment procedure, with the evaluations, tests and scores specified in Annex II.

1.3 Upon completion of the selection process, employment contracts shall be concluded with those candidates who have been selected and who have demonstrated compliance with the requirements established herein, up to the maximum number of vacancies announced.

1.4 The full terms and conditions of this call for applications shall be published on the General Access Portal (www.administracion.gob.es) and on the notice board and website of the Embassy of Spain in Yaoundé, located at Boulevard de l'URSS, Bastos, Yaoundé, Cameroon.

2. REQUIREMENTS FOR CANDIDATES

2.1 In order to be admitted to the selection process, applicants must satisfy the following requirements on the closing date for submission of applications and maintain such requirements until the employment contract is formalized:

2.1.1 Age

Applicants must be at least sixteen (16) years of age and must not exceed the compulsory retirement age, where applicable.

2.1.2 Functional Capacity

Applicants must possess the physical and functional capacity required for the performance of the duties corresponding to the position.

2.1.3 Eligibility

Applicants must not have been dismissed through disciplinary proceedings from the service of any Public Administration or constitutional or statutory body of the Autonomous Communities, nor be subject to absolute or special disqualification from public office by virtue of a judicial decision.

Applicants who are nationals of another State must not be disqualified or subject to equivalent sanctions preventing access to public employment under the laws of their country.

2.2 Candidates who are not Cameroonian nationals must hold the corresponding residence and work permit in Cameroon at the date on which employment commences.

In any event, the employment contract shall terminate on the date the employee ceases to hold the required residence and work authorization.

3. APPLICATIONS

3.1 Applicants wishing to participate in these selection tests shall complete the form attached as Annex III to these Terms and Conditions, which shall be available on the notice board and website of the Embassy of Spain in Cameroon.

3.2 Applications shall be submitted to:

Embassy of Spain in Yaoundé (Cameroon)
Boulevard de l'URSS s/n
P.O. Box 877
emb.yaunde@maec.es

The closing date for submission of applications shall be 29 June 2026.

Applications may also be submitted electronically through the General Electronic Registry of the General State Administration.

Applications submitted by post must bear the official postal registration stamp on the application form. Ordinary postmarks or postal payment receipts shall not be accepted as proof of timely submission.

Where applications are submitted through another public registry or by postal services, applicants are advised to send a scanned copy of Annex III, bearing the corresponding registration stamp, together with a copy of their Identity Card or Passport, to emb.yaunde@maec.es.

3.3 The following documents shall accompany the application:

- Copy of the Identity Card or Passport.
- Curriculum Vitae.
- Supporting documentation relating to the merits which the applicant wishes to have considered during the merit assessment stage.

Failure to submit such documentation shall result in exclusion from the selection process, except where only the documentation supporting the merits is omitted, in which case the candidate may be admitted but shall receive zero points in the assessment of merits.

All documents listed above may, where applicable, be submitted during the correction period referred to in section 4.1.

3.4 Material, factual or arithmetic errors contained 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 Upon expiry of the application period, an alphabetical list of admitted and excluded applicants shall be published, indicating the Identity Card or Passport number and the grounds for exclusion.

Applicants shall have five (5) working days from the day following publication to rectify any deficiency giving rise to exclusion or omission.

This list shall be published on the notice board and website of the Embassy of Spain in Cameroon.

The place, date and time of the first examination shall also be announced.

4.2 Once the aforementioned period has expired, any amendments to the lists shall be published through the same channels used for the initial publication.

5. SELECTION BOARD

5.1 The Selection Board responsible for this selection process is set out in Annex IV.

5.2 In accordance with Article 14 of the Spanish Constitution, the Selection Board shall ensure strict compliance with the principle of equal opportunities between women and men.

The Selection Board shall be responsible for considering, verifying and assessing any incidents arising during the conduct of the tests and shall adopt such reasoned decisions as it deems appropriate.

5.3 Members of the Selection Board shall refrain from taking part in the proceedings in the following circumstances:

- Where they have a personal interest in the matter concerned or in any other matter whose resolution may be influenced by the former; where they are directors of an interested company or entity or have pending litigation with an interested party.
- Where they are related by marriage or in a relationship equivalent thereto, or are related by blood up to the fourth degree or by affinity up to the second degree, to any of the interested parties, to the directors of interested entities or companies, or to the advisers, legal representatives or agents involved in the proceedings, or where they share professional premises or are professionally associated with them for advisory, representative or agency purposes.
- Where they maintain close friendship or manifest hostility with any of the persons referred to above.
- Where they have acted as experts or witnesses in the proceedings concerned.
- Where they have had a professional or service relationship with any natural or legal person directly interested in the matter, or have provided professional services of any kind to such person during the previous two years.

5.4 Applicants may challenge members of the Selection Board where any of the circumstances referred to above apply.

For communication purposes and any other incidents arising during the process, the headquarters of the Selection Board shall be:

Embassy of Spain in Yaoundé (Cameroon)
Boulevard de l'URSS s/n
P.O. Box 877
emb.yaunde@maec.es

6. CONDUCT OF THE SELECTION PROCESS

6.1 Applicants shall be called to the examinations by means of a single notice. Failure to attend shall result in exclusion from the examination phase.

6.2 Upon completion of each examination, the Selection Board shall publish, at the place where the examination has been held, at the headquarters of the Board and on its website, the list of applicants who have obtained the minimum score required to pass, together with the marks obtained.

The place, date and time of the following examination, where applicable, shall also be announced.

6.3 Once the examination phase has been completed, the Selection Board shall publish, at the place where the examinations have been held, at its headquarters and on its website, the list of applicants who have successfully passed that phase, indicating the place, date and time for the interview corresponding to the merit assessment phase.

6.4 Upon completion of the interviews, the Selection Board shall publish, at the place where the examinations have been held, at its headquarters and on its website, the assessment of the merits corresponding to the merit phase, indicating the score awarded for each merit, the score obtained in the interview and the final overall score of the selection process.

Applicants shall have a period of five (5) working days, counted from the day following publication of the above-mentioned list, to submit any observations they deem appropriate.

Once such period has elapsed, the Selection Board shall publish the final assessment of the selection process.

6.5 The Selection Board may require applicants, at any stage of the proceedings, to provide proof of identity.

Furthermore, should the Board become aware that any applicant fails to comply with any of the requirements established in this call for applications, it shall, after giving the interested party the opportunity to be heard, propose his or her exclusion to the appointing authority.

7. SUCCESSFUL COMPLETION OF THE SELECTION PROCESS

7.1 Upon completion of the examination and merit assessment phases, the Chairperson of the Selection Board shall submit to the appointing authority the list of applicants who have obtained at least the minimum score required to pass the selection process, ranked according to their overall score.

Such list shall be published at the workplace corresponding to the vacancy and on the Embassy's website, as well as in any other places deemed appropriate.

Those applicants included within the number of vacancies announced shall have a period of eight (8) working days to submit the documents proving compliance with the requirements laid down in this call for applications.

7.2 Under no circumstances may a greater number of employment contracts be concluded than the number of vacancies announced.

7.3 Applicants shall not be entitled to receive any remuneration until the employment contract has been formally executed.

7.4 Successful applicants shall be required to complete a probationary period of three (3) months, during which they shall be evaluated by the person responsible for the unit to which they are assigned.

7.5 In the event that any selected applicant fails to submit the required documentation within the prescribed period, does not satisfy the required conditions, resigns during the probationary period, or receives an unfavourable assessment thereof, the vacancy shall be offered to the next applicant on the list referred to in section 7.1 above.

7.6 This employment relationship shall be governed by the labour legislation of the Republic of Cameroon.

8. FINAL PROVISION

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

Done in Yaoundé, on 12 June 2026.

Signed,

Juan-Pedro Pérez-Gómez Delaunay

AMBASSADOR

ANNEX I

LIST OF VACANCIES

Category	Number of Vacancies	Duties	Remuneration	Duration of Contract
BUTLER	1	Management and organization of household services; protocol assistance and official events; procurement management and control of supplies; supervision of the overall condition of the facilities and repairs; inventory control of the Residence; and any other duties within the scope of the category entrusted by the Head of Mission or the person delegated by him/her.	EUR 6,484.00 gross per annum	Permanent

ANNEX II

DESCRIPTION OF THE SELECTION PROCESS

The selection process shall consist of an examination phase and a merit assessment phase, with the tests and evaluations described below.

EXAMINATION PHASE

The examination phase shall consist of the following eliminatory test:

Practical Test

The test shall consist of the resolution of a practical case relating to the duties corresponding to the position as described in Annex I to this Call for Applications.

The test may be completed manually.

Scoring:

- Minimum score required to pass: 5 points.
- Maximum score: 10 points.

The maximum score obtainable in the examination phase shall be ten (10) points.

MERIT ASSESSMENT PHASE

Only applicants who have successfully passed the examination phase shall proceed to the merit assessment phase.

The maximum score obtainable in the merit assessment phase shall be six (6) points.

A. Assessment of Professional and Training Merits

The following merits, held on the closing date for applications, shall be assessed:

1. Professional Merits

Documented experience acquired in positions of the same or similar category shall be taken into account.

Maximum score: 4 points.

Scoring system:

0.4 points shall be awarded for each completed six-month period of professional experience.

Professional experience acquired in Public Administration and in the private sector shall be valued equally.

2. Training Merits

Courses related to the position, academic qualifications and any other knowledge considered useful for the post shall be assessed.

Maximum score: 1.5 points.

B. Interview

A personal interview shall be conducted in order to clarify, among other matters, the merits claimed by the applicant and his or her professional suitability for the performance of the duties corresponding to the post.

The interview shall not be eliminatory.

Maximum score: 0.5 points.

The score corresponding to the merit assessment phase shall be the sum of the scores obtained for professional merits, training merits and the interview.

The final score shall be determined by the aggregate score obtained in the examination phase and in the merit assessment phase.

Tie-breaking criteria

In the event of a tie, priority shall be determined according to:

1. The highest score obtained in the examination phase.
2. The highest score obtained in the first examination.
3. The highest score obtained in the assessment of professional merits.
4. Article 60(2) of Law 2/2014 of 25 March on the Action and Foreign Service of the State concerning the employment abroad of family members.

Appropriate measures shall be adopted to ensure that applicants with disabilities enjoy the same conditions as other applicants when taking the tests.

Where requested in the application form, the necessary adaptations regarding time and resources shall be provided.

ANNEX III

APPLICATION FORM FOR PARTICIPATION IN THE SELECTION PROCESS FOR PERMANENT EMPLOYMENT AT THE EMBASSY OF SPAIN IN YAOUNDÉ AS A BUTLER

PERSONAL DETAILS

Surname(s): _____

First Name(s): _____

Identity Card or Passport Number: _____

Address (Street, Avenue, Square): _____

No.: _____

Floor: _____

Town/City: _____

Country: _____

Telephone and/or E-mail: _____

Date of Birth: _____

Country of Birth: _____

Nationality: _____

Disability: _____

Requested Adaptation: _____

PROFESSIONAL DETAILS

Current Position (Category, Seniority, Institution, Locality):

ACADEMIC QUALIFICATIONS

PROFESSIONAL MERITS

Experience in positions of the same category

Position Title | Company or Public Body | Period Worked

Experience in positions of a similar category

Position Title | Company or Public Body | Period Worked

TRAINING MERITS

Other qualifications or specializations

(Courses, seminars and other knowledge useful for the position)

PERSONAL DATA PROTECTION CLAUSE

In accordance with Organic Law 3/2018 of 5 December on the Protection of Personal Data and Guarantee of Digital Rights and with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, applicants are hereby informed that their personal data shall be processed by the administrative body referred to in this Call for Applications solely for the purpose of managing the above-mentioned selection process.

Applicants may exercise their rights of access, rectification, erasure, restriction and objection before the same administrative body.

The legal basis for the processing of personal data is compliance with legal obligations as well as the applicant's consent.

Personal data shall not be disclosed to third parties except where required by law, nor transferred to a third country or international organization.

Further detailed information regarding data protection may be consulted on the website of the Embassy.

At _____, **on the** ____ **day of** _____ **20**

Signature

Address referred to in section 3.2

ANNEX IV

SELECTION BOARD

CHAIRPERSON

Principal Member

Mr. Jaime Juárez Loaisa, Chargé d’Affaires a.i. Diplomatic Service

Alternate Member

Mr. Carlos Arrieta Casas
General Administrative Corps of the State Administration
Group C1

SECRETARY

Principal Member

Ms. Paula Ruiz Samanes, Chancellor, Civil Servant A2

Alternate Member

Ms. Patricia Bobadilla Ojeda
Locally Engaged Staff
Administrative Assistant

MEMBERS

Principal Member

Ms. Marta Lobo Albagnac
Locally Engaged Staff
Administrative Officer

Alternate Member

Ms. María Lourdes Real Ferrero
Locally Engaged Staff
Administrative Assistant