

## **COURTESY TRANSLATION**

***(It is recommended that the applicant reads the Spanish version of the document)***

### **OFFER TO FILL A PERMANENT POSITION AT THE EMBASSY OF SPAIN IN KINGSTON, CATEGORY: ASSISTANT**

Taking into account the provisions of the Resolution of the Department of Public Administration, of 18 February 2015, in which the criteria for the selection of employees overseas are established, it is agreed to convene the selection process in accordance with the following:

#### **CONDITIONS OF THE ANNOUNCEMENT**

##### **1.- General Regulations**

1.1. Selection process is convened to fill the post of ASSISTANT.

The functions, remuneration and other aspects of the post are detailed in Annex I.

1.2. The candidates will be selected according to the assessments, activities and scoring specified in Annex II.

1.3. On conclusion of the selection process, the selected applicant who has fulfilled the specified requirements, up to the maximum posts advertised, will sign the relevant contract.

1.4. The conditions of the announcement will be published in its entirety in the General Access Point [www.administracion.gob.es](http://www.administracion.gob.es), in the bulletin board of the Embassy of Spain in Kingston (6 – 8 Saint Lucia Avenue, 6<sup>th</sup> Floor, Courtleigh Corporate Centre, Kingston 5), the Offices of the Honorary Consuls of the jurisdiction and the Embassy's web page <http://www.exteriores.gob.es/Embajadas/kingston/es/Embajada/Paginas/Ofertas-de-empleo.aspx>, as well as on social media platforms Twitter, Instagram and Facebook @EmbSpainJamaica



##### **2.- Requirements for Applicants**

2.1. To be admitted to the selection process, applicants must possess on the last day of the period for the submission of applications, and maintain until the moment of formalization of the employment contract, the following requirements for participation:

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

2.1.2. Education: have a graduate certificate in mandatory secondary education or equivalent

2.1.3. Functional capability: Possess the functional ability to perform the tasks.

2.1.4. Eligibility: The applicant should not have been dismissed from the service of the Spanish Public Administration, nor from one of the constitutional or statutory organs of the autonomous communities by means of disciplinary action, nor absolutely or conditionally barred from employment or from public office by judicial resolution. In the case of non-Spaniards, the applicant should not have been dismissed or have been subject to disciplinary sanction or its equivalent, which would impede, in his/her country, access to government employment.



2.2. Non-Jamaican candidates should possess the appropriate residence and work permit in Jamaica at the date of commencement of employment. In any case, the contract will expire on the day the employee ceases to have in his/her possession the corresponding residence or authorization permit.

### 3.- Applications

3.1. Those interested in participating in the selection process should complete the form which appears as Annex III to this offer and which will be available at the Embassy of Spain in Kingston (Courtleigh Corporate Centre, 6-8, St. Lucia Avenue, 6th floor), in the offices of the Honorary Consuls of the jurisdiction and on the web page

<http://www.exteriores.gob.es/Embajadas/Kingston/es/Embajada/Paginas/ofertas-de-empleo.aspx> as well as on social media platforms Twitter, Instagram and Facebook @EmbSpainJamaica

3.2. Applications should be submitted to the Embassy of Spain in Kingston, (6-8 Saint Lucia Avenue, 6<sup>th</sup> Floor, Courtleigh Corporate Centre, Kingston 5), by email to [emb.kingston@maec.es](mailto:emb.kingston@maec.es), without prejudice to the provisions of Art. 16.4 of Law 39/2015 of 1<sup>st</sup> of October, of the Common Administrative Procedure for Public Administrations, with the deadline of such submission being **9 June 2023**.

Applications may be submitted electronically through the General Electronic Registry of the General State Administration <https://administracion.gob.es> addressed to the General Registry of the Embassy of Spain in Jamaica, code 000006108

Applicants sent by ordinary mail must be registered in the post office with the application period and with the corresponding entry stamp on the application form (Annex III). Ordinary postage stamps nor mail payment receipt will not be accepted as confirmation of submission within the prescribed period.

In the case where the application is sent through ordinary mail or through another public registry separate from that of the Embassy, it is recommended that it be advance by email to [emb.kingston@maec.es](mailto:emb.kingston@maec.es), and should include a scanned copy of Annex III with the corresponding entry stamp together with the Identification document or Passport.

3.3. The application must be accompanied by:

- Photocopy of Identification or Passport.
- Copy of the Certificate required in Annex I.
- Curriculum vitae.
- Certificate(s) of Studies and other documents supporting the merits to be taken into consideration during the selection process.

Failure to provide the documentation will lead to the exclusion of the candidate from the selection process except that it only relates to the documents which support the merits that the applicant wishes to be evaluated in the competition phase in which case the applicant may be admitted, but will be awarded zero points for the assessment of merits.

All the documentation listed may be carried, where necessary, within the prescribed period for correction provided for in Point 4.1.

3.4. Factual, material or arithmetic errors that may be noted in the application may be corrected at any time ex officio or at the request of the applicant.

#### **4.- Admission of Applicants**

4.1. Following the deadline for submission of applications, a list of the accepted and rejected candidates will be published at the Embassy, in alphabetical order, along with the corresponding identification or passport number, in the format determined by additional provision seven of the Organic Law 3/2018, of 5 December, related to the Protection of Personal Data and the guarantee of digital rights, and indicating the reason for exclusion (should it be the case), with the provision of a period of **five working days** counting from the day following the publication of the list, to rectify the issue that led to the exclusion or omission. This list will be published in the notice board of the Embassy of Spain in Kingston (6-8 Saint Lucia Avenue, 6<sup>th</sup> Floor, Courtleigh Corporate Centre, Kingston 5) and on the Embassy's web page <https://www.exteriores.gob.es/Embajadas/kingston/es/embajada/Paginas/ofertas-de-empleo.aspx>. This information will also include the place, date and time for the first exercise of the testing phase.

4.2. At the end of that period, in the event of any amendments, these will be posted in the same location and media as the initial list.

#### **5.- Selection Committee**

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

5.2. The committee, in accordance with article 14 of the Spanish Constitution, shall ensure strict compliance with the principle of equal opportunity for both sexes.

The committee is competent to evaluate any incidences that may occur during the process, and adopt any reasoned decision it deems appropriate.



5.3. The members of the selection committee should not participate in the process if they:

- Have personal interest in the matter concerned, or in another the resolution of which could influence the former; be administrator of a society or an interested entity or have legal issues with an applicant.
- Have a bond of marriage or partnership and the relationship of consanguinity within the fourth degree or affinity within the second, with any of the applicants, with the administrators of interested entities or companies and also with the advisers, legal representatives or agents that intervene in the procedure, as well as share a professional office or be associated with them for advice, representation or instruction
- Having an intimate friendship or manifest enmity with any of the persons mentioned in the foregoing paragraph.
- Have intervened as an expert or as a witness in the procedure in question
- Have a service relationship with a natural or legal person directly interested in the matter, or having provided professional services of any kind and in any circumstance or place in the last two years.



5.4. Likewise, applicants may challenge the members of the selection committee when any of the circumstances specified in the preceding paragraph occurs.

5.5. For the purposes of communication and other circumstances, the selection committee may be contacted at the Courtleigh Corporate Centre, 6<sup>th</sup> Floor, 6 - 8, St. Lucia Avenue. Kingston 5, Telephone: 929 55 55, or via email at [emb.kingston@maec.es](mailto:emb.kingston@maec.es)).

## **6.- Stages of the Selection Process**

6.1. Applicants will be invited to be part of the selection process by a single announcement; those who fail to attend will be excluded from the process.

6.2. On completion of each phase of the process, the selection committee will post at the Embassy, in the same location where the exercise was held, at the headquarters of the Selection body and on its web page, the list of applicants who have fulfilled the minimum requirements to be selected, indicating the scores. This will also indicate the place, date and time for the following exercise.

6.3. On completion of the testing phase, the selection committee will publish the list of candidates who have passed this phase, at the location where the tests were held, at the headquarters of the Selection body and on its web page, indicating the place, date and time for the interview in the competitive phase..

6.4 After the interviews, the selection body will publish in the place or places where the testing phase was held, at the headquarters of the selection body and on its website, the assessment of the merits of the competitive phase, indicating the score obtained in each one of the merits, the evaluation of the interview and the total score of the selection process.

Applicants will have a period of five business days, from the day following the publication of said list, to submit pertinent challenges. After said period, the selection body will publish the list with the final score of the selection process.

6.5. The selection committee may require, at any time of the process, the accreditation of the identity of the applicants. Likewise, if the committee has knowledge that an applicant does not fulfil any of the requirements contained in this offer, and after prior audience with the applicant, will propose his/her exclusion to the convening authority

## **7. Completion of the Selection Process**

7.1. Upon final completion of the testing and competitive phases, the Chair of the selection committee will submit to the convening authority the list of applicants that have obtained at least the minimum score required to pass the selection process, in order of points.

Said list will be published in the Centre from where the offer was made and on its website, as well as in as many places as are considered appropriate, with the first applicants in said list, up to the number of vacancies announced, having a period of eight business days to submit supporting documentation of the requirements outlined in the offer notice.

7.2. A number of contracts greater than the number of posts advertised cannot be signed.

7.3. Until the contract is signed, applicants are not entitled to any financial remuneration.

7.4. The selected candidate will be required to complete a probationary period of three months, during which he/she will be evaluated by the competent Authority.

7.5. In the event that the selected candidate fails to provide the corresponding documentation within the time previously indicated, or does not meet the requirements, or renounces or the evaluation at any time of the probation period is unfavourable; the post will be awarded to the next candidate on the list mentioned in paragraph 7.1.

7.6. The conditions of employment are subject to Jamaican Labour Laws.



## 8. Concluding Regulation

An appeal may be filed against this offer, within a period of one month from the day following its publication, before the same body that issued it, or a contentious-administrative appeal within a period of two months, also from the day following its publication, before the competent judicial body, in accordance with the provisions of Law 39/2015, of October 1, on the Common Administrative Procedure of Public Administrations and Law 29/1998, of July 13, regulating the Contentious-Administrative Jurisdiction, that is to say, where an appeal for reversal is filed, a contentious-administrative appeal may not be filed until the matter is expressly resolved or the presumed dismissal of the same has occurred.

In Kingston on the 29<sup>th</sup> day of May 2023

THE AMBASSADOR



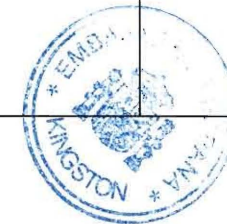
  
Diego Bermejo Romero de Terreros

# ANNEX I

## LIST OF POSTS

### Professional Category: ASSISTANT

Nº of posts	Qualification required	Functions	Salary	Duration of Contract
1	Secondary Education Diploma/Certificate or equivalent	<ul style="list-style-type: none"><li>▪ Receipt and distribution of institutional mail</li><li>▪ Monitor social networks</li><li>▪ Support inventory maintenance</li><li>▪ Attend to the public</li><li>▪ Registration of documents</li><li>▪ Process visas</li><li>▪ Process documents related to Spanish citizens</li><li>▪ Participate in Emergency phone shift system</li><li>▪ Operate computer equipment</li><li>▪ Any other duties related to the post assigned by the Head of Mission</li></ul>	21,344.34 USD gross per year	Indefinite



## ANNEX II

### DESCRIPTION OF THE SELECTION PROCESS

The selection process will consist of a Testing Phase and a Competitive Phase with the exercises and assessments detailed below:

#### TESTING PHASE:

Will consist of the following qualifying tests:

- 1. General Cultural Knowledge Test corresponding to the level of qualification required for the post, knowledge of the Spanish Government and operations of Spanish Missions abroad.** Multiple Choice.

The paper will have 25 questions. Wrong and unanswered questions will not be penalised. Each correct answer will be rated 0.40 points.

The score will be from 0 to 10 points, with a minimum score of 5 points necessary to continue to the next test.

- 2. Practical Test**, which will consist of the completion of a practical task relating to the functions of the post listed in Annex 1 of the call. The task can be completed manually or with the use of office resources.

The score will be from 0 to 10 points, with a minimum score of 5 points necessary to continue to the next test.

- 2. Language Test**, which will consist in the direct and reverse translation in oral and written form from English to Spanish.

The score will be from 0 to 10 points, with a minimum of 5 points to pass.

The score for the Testing Phase will be the sum of all the points obtained in each of the tests.

**The maximum score for the Testing Phase will be 30 points. The minimum score for the testing phase will be 15 points.**

#### COMPETITIVE PHASE

Evaluation in the Competitive Phase will be only for the candidates who have passed the Testing Phase.

The score for the Competitive Phase will be 20 points (maximum score).

The Competitive Phase will consist of:

- A. Evaluation of professional and training merits**

The following merits, which the applicant must possess by the deadline for the submission of applications:

- 1. Professional Merits:** Experience in positions of the same or similar category, accredited by documentary evidence, will be evaluated.

Maximum score 16 points

Scoring: 1.6 points for each 6 months of experience completed.

When assessing the professional merits, the same points will be assigned for having occupied a position in the public or in the private sector.





## **2. Training merits**

Job-related courses, academic degrees, and other skills useful for the position will be assessed.

The qualification required as a criterion for participation in the selection process will not be evaluated as a merit.

Maximum score: 2.5 points

**B. Interview:** which will consist of a personal interview, detailing the aspects in which it will be dealt in a concise and exhaustive manner, other merits which have already been evaluated in the Competitive Phase cannot be included. The interview will not be an elimination phase.

Maximum score: 1.5 points

The score for the Competitive Phase will be the sum of all the points obtained in each one of the merits and the interview.

The final score will be determined by the sum of the points obtained in the Testing Phase and the Competitive Phase.

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

1. The highest score obtained in the Testing Phase.
2. The highest score obtained in the first exercise.
3. The highest score obtained in the evaluation of professional merits.
4. Article 60 "Work of Relatives Abroad", point 2, of Law 2/2014 of 25 March for Action and Foreign Service of the State.

The appropriate measures will be adopted in order for applicants with disabilities to enjoy the same conditions as the other applicants for the execution of the exercises. In light of this, adjustments will be made, where possible, for applicants with disabilities that state such in the application.



**ANNEX III**  
**APPLICATION FOR PARTICIPATION IN THE SELECTION PROCESS FOR TEMPORARY EMPLOYMENT IN THE EMBASSY OF SPAIN IN KINGSTON IN THE CATEGORY OF ASSISTANT**

**PERSONAL DETAILS**

SURNAME.....	
NAME.....	
IDENTIFICATION/PASSPORTN°.....	
ADDRESS (Street, Ave, City) .....	
N°.....	APT..... TOWN.....
COUNTRY..... TELEPHONE & EMAIL.....	
DATE OF BIRTH.....	
COUNTRY OF BIRTH..... NATIONALITY.....	
DISABILITY.....ADJUSTMENT REQUESTED.....	

▪ **PROFESSIONAL DETAILS**

Current job (Category, Length of time, Organization, Location):
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▪ **ACADEMIC QUALIFICATION**

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▪ **PROFESSIONAL MERITS**

Experience in positions of the same category			
Title	Company or Organisation	Government	Length of employment (months, days, years)
Experience in positions of similar category			
Title	Company or Organization	Government	Length of employment (months, days, years)

▪ **ADDITIONAL QUALIFICATIONS**

Other qualifications or specialisations
(Courses, Workshops and other skills useful for this post)

**CLAUSE RELATED TO THE PROTECTION OF DATA OF A PERSONAL NATURE**

In fulfillment of Regulation 3/2018, of December 5, for the Protection of Personal Data and guarantee of digital rights and the EU Regulation UE 2016/679 of the European Parliament and the Council of April 27, 2016, we inform you that your personal information will be used by the management centre involved in the process only to undertake the aforementioned selection process, you being able to exercise the rights to access, amendment, suppression, restriction and opposition to this same management centre. The legitimization 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 shared with third parties, except in case of legal obligation, nor will they be transferred to a third country or international organization. You may consult additional and detailed information on the protection of data on the Mission's webpage.

In....., on the .....of .....2023

(Signature)

Centre, Address,  
**(Indicate the collection in base 3.2)**

**ANNEX IV**

**SELECTION COMMITTEE**

**CHAIRPERSON:**

**Head:** Carlos Pascual García, Deputy Head of Mission, Embassy of Spain in Jamaica

**Alternate:** M<sup>a</sup> Lourdes González Santos, Chancellor

**SECRETARY**

**Head:** Susana Ángela Gómez Lopera, Secretary to the Ambassador

**Alternate:** Angela Bodden-Watson, Administrative Officer

**MEMBERS**

**Head:** Julia Coc Mendoza, Administrative Officer

**Alternate:** Suzette S. Wood, Assistant

