



**CALL FOR APPLICATIONS FOR PERMANENT EMPLOYMENT AT THE CONSULATE
GENERAL OF SPAIN IN MELBOURNE WITH THE RANK OF AUXILIARY**

Taking into account, where applicable, the provisions of the Resolution of the Secretary of State for Public Administrations, of February 18, 2015, which establishes criteria for the selection of staff abroad, it is agreed to convene a selection process in accordance with the following:

CALL FOR APPLICATIONS

1. General rules 1.1. A

selection process is called to fill two positions in the assistant category through the access system free.

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

1.2. The selection process will be carried out through a competitive examination system, with the following assessments, exercises and scores that are specified in Annex II.

1.3. Once the selection process is completed, the selected candidates who have proven to meet the required requirements, up to the maximum number of places offered, will be formalized with 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 of the Consulate General of Spain in Melbourne, the Embassy of Spain in Canberra, the Consulate General of Spain in Sydney, the Commercial Office of Spain in Sydney, the Cervantes Institute in Sydney and on the website of the Consulate General of Spain in Melbourne:

<https://www.exteriores.gob.es/Consulados/melbourne/es/Consulado/Paginas/Ofertas-de-empleo.aspx>

2. Candidate Requirements 2.1. To

be admitted to the selection process, applicants must possess, on the closing date for applications and maintain until the formalization of the employment contract, the following participation requirements: **2.1.1. Age:** Be at least 16 years old and not exceed the maximum retirement

age, in their
case.

2.1.2. Qualification: Hold a compulsory secondary education qualification or equivalent.

2.1.3. Functional compatibility: Possessing the functional capacity to perform the tasks required of the positions that are being advertised.

2.1.4. Qualification: Not having been dismissed from the service of any of the Public Administrations or the constitutional or statutory bodies of the autonomous communities through disciplinary proceedings, nor being in absolute or special disqualification for public employment or positions by judicial resolution, or to perform functions similar to those performed in the case of the employment staff, in which they 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 his State, in the same terms, access to public employment.

2.2. Non-Australian candidates must hold the appropriate Australian residence and work permit or authorization on the date the services commence. 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. 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 boards detailed in point 1.4 of these rules and on the website of the consular office: [https://www.exteriores.gob.es/Consulados/](https://www.exteriores.gob.es/Consulados/melbourne/es/Consulado/Paginas/Ofertas-de-empleo.aspx)

[melbourne/es/Consulado/Paginas/Ofertas-de-empleo.aspx](https://www.exteriores.gob.es/Consulados/melbourne/es/Consulado/Paginas/Ofertas-de-empleo.aspx)

3.2. Applications must be submitted electronically to the Consulate General of Spain in Melbourne, without prejudice to the provisions of Article 16.4 of Law 39/2015 of October 1, on the Common Administrative Procedure of Public Administrations, with the last day of the deadline being September 24, 2026, and must be addressed to the following address: - Name and identification code GEISER: General

Registry of the Consulate

General of Spain in Melbourne, code O00006241.

- Suite 3, Level 7, 564 St Kilda Road, Victoria 3004, Australia (PO BOX 6202).

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

by mail must be registered at the post office within the deadline and with 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 post or at a public registry other than that of this Representation, it is recommended that it be submitted in advance by email to cog.melbourne@maec.es, including a scanned copy of Annex III with the corresponding entry stamp and the Identity Document or Passport.

3.3. The application must be accompanied by:

- Copy of Identity Document or Passport. - Copy of the title required in Annex I.
- Curriculum vitae of the candidate.
- Supporting documentation for the merits that the applicant wishes to have assessed in the phase of contest.

Failure to submit this documentation will result in the exclusion of the applicant from the selection process, unless it is solely documentation proving the merits that the candidate wishes to have assessed in the competitive phase, in which case the applicant may be admitted, but will be assessed with zero points in the merit assessment.

All the listed documentation may be submitted, where applicable, within the correction period provided for in point 4.1.

3.4. Factual, material or arithmetic errors that may be noticed in the application may be corrected at any time, either on its own initiative or at the request of the interested party.

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 from 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 website: <https://www.exteriores.gob.es/Consulados/melbourne/es/Consulado/Paginas/Ofertas-de-empleo.aspx>.

The place, date and time of the first exercise of the competitive examination will also be indicated.

4.2. After this period, if any modifications have occurred, they will be explained in the same places and media as the initial relationships.



5. Selection body

5.1. The selection body for this selection process is the one listed in Annex IV.

5.2. The selection body, in accordance with Article 14 of the Spanish Constitution, will ensure strict compliance with the principle of equal opportunities between both sexes.

The selection body will be responsible for considering, verifying and assessing any incidents that may arise during the exercises, adopting the reasoned decisions it deems appropriate.

5.3. Members of the selection body must refrain from intervening in the following cases:

- Having a personal interest in the matter in question or in another matter whose resolution could influence the former; being an administrator of a company or entity with an interest in the matter or having a litigious issue with an interested party.
- Having a marital or de facto relationship, or a blood relationship within the fourth degree or a relationship by affinity 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.

• To have acted as an expert or witness in the proceedings in question. • To have a

service relationship with a natural or legal person directly interested in the matter, or to have provided them with professional services of any kind in any circumstance or place during the last two years.

5.4. Likewise, applicants may challenge the members of the selection committee when they concur the circumstances foreseen in the previous paragraph.

5.5. For the purposes of communications and other matters, the selection committee will be based at the Consulate General of Spain in Melbourne, Suite 3, Level 7, 564 St Kilda Road, Victoria 3004, Australia. Email address: cog.melbourne@maec.es.

6. Development of the selection process

6.1. Candidates will be summoned to the exercise in a single call, and those who do not appear will be excluded from the competitive phase.

6.2. Once each exercise in the competitive examination phase has been completed, the selection panel will publish, at the location(s) where it was held, at the panel'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 exercise will also be indicated.

6.3. Once the competitive phase has ended, the selection body will publish, at the place or places where the competitive phase was held, at the headquarters of the selection body and on its website, the list containing the candidates who have passed it, indicating the place, date and time of the interview in the competitive phase.

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

Applicants will have five working days, starting the day after the publication of this list, to submit any relevant appeals. Once this period has ended, the selection committee will publish the list with the final evaluation of the selection process.

6.5. The selection committee may, at any time during the selection process, require proof of identity from applicants. Likewise, if it becomes aware that any applicant does not meet any of the requirements stipulated in the call for applications, it must, after giving the applicant a hearing, 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 President of the selection body will submit to the convening authority the list of candidates who have obtained at least the minimum score required to pass the selection process, in order of score.

This list will be published at the Center where the advertised positions are located and on its website, as well as in any other places deemed appropriate, and the first applicants on this list, up to the number of positions advertised, will have a period of eight working days to submit the documentation proving compliance with the requirements demanded in the call.

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

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

- 7.4. Successful applicants will be required to complete a three-month probationary period, during which they will be evaluated by the head of the destination unit.

- 7.5. In the event that any of the candidates does not submit the corresponding documentation within the established period, does not meet the required requirements, resigns during the probationary period or the evaluation of the probationary period is unfavorable, the position will be awarded to the next candidate on the list referred to in section 7.1.

- 7.6. This contract will be subject to Australian labor law.

8. Final Standard

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

In Melbourne, on September 3, 2026



ANEXO I

RELACIÓN DE PLAZAS

Categoría Profesional: Auxiliar

Nº de plazas	Titulación requerida	Funciones	Retribución	Duración del contrato
2	Graduado en Educación Secundaria Obligatoria o equivalente.	Tramitación de expedientes en materia administrativa, asuntos notariales, Registro Civil, Registro de Matrícula Consular, pasaportes y extranjería. Redacción de documentación, correspondencia e información telefónica y presencial en los idiomas español e inglés. Manejo de equipos informáticos, de comunicaciones y de herramientas básicas de ofimática y redes, entre otras: Tratamiento de textos, hoja de cálculo, bases de datos, correo electrónico, página web. Participación en los turnos de trabajo o guardia que se establezcan, incluidos, en su caso, los relativos a la atención del teléfono de emergencia consular. Cualesquiera otras que, de acuerdo con su categoría laboral, le sean encomendadas por el Jefe de la Oficina Consular.	62.294,00 AUD anuales íntegros por todos los conceptos.	Indefinido



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:

OPPOSITION PHASE:

It will consist of the following elimination rounds:

1. General knowledge test corresponding to the level of qualification required for the category of the position advertised, of knowledge of the Spanish Administration and operation of the Spanish Representations abroad, which will be carried out by the procedure of test with multiple answers.

The questionnaire will have 20 questions. There will be no penalty for incorrect or unanswered questions. Each correct answer will be worth 0.5 points.

The test will be scored from 0 to 10 points, with a minimum of 5 points required to move on to the next test.

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

The test will be scored from 0 to 10 points, with a minimum of 5 points required to move on to the next test.

3. Language test, which will consist of written direct and reverse translation from Spanish to English, as well as an oral test. It will be scored from 0 to 10 points, with a minimum of 5 points required to pass.

The grade for the competitive examination phase will be the sum of the grades obtained in each of the tests.

The maximum score for the competitive examination phase will be 30 points. The minimum score for the competitive examination phase will be 15 points.

COMPETITION PHASE

The evaluation of the competition phase will only be carried out on candidates who have passed the opposition phase.

The assessment of the competition phase will be worth 20 points.

The competition phase will consist of:

A. Assessment of professional and educational merits

The following merits will be assessed, which must be held by the closing date of submission of applications:

1. Professional merits: Experience in positions of equal or similar category, duly accredited, will be valued. documentaryly.

Maximum score 16 points.

Scoring method: 1.6 points for each full six-month period of experience.

When assessing professional merits, having held a position in the Administration will be given the same score as having held a position in the private sector.

2. Educational merits:

Courses related to the position, academic qualifications, and other knowledge useful for the position will be valued.

The qualification required as a prerequisite for participation in the selection process cannot be considered as a merit.



Maximum score: 2.5 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 job. The interview may not be eliminatory.

Maximum score: 1.5 points

The score for the competition phase will be the sum of the scores obtained in each of the merits and the interview.

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

In case of a tie, the order will be established according to: 1.

Highest score obtained in the opposition phase.

2. Highest score obtained in the first exercise.

3. Highest score obtained in the assessment of professional merits.

4. Article 60 "Work of family members abroad", point 2, of Law 2/2014, of March 25, of the Action and the Foreign Service of the State.

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



ANNEX III

APPLICATION FOR PARTICIPATION IN THE SELECTION PROCESS FOR EMPLOYEES

I am permanently stationed at the Spanish Consulate General in Melbourne with the category

ASSISTANT

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 title (category, seniority, organization, location):
--

ACADEMIC QUALIFICATION

--

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 knowledge 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 Re

In....., on the.....of of 2026

(Signature)

Consulate General of Spain, Suite 3, Level 7, 564 St Kilda Road, Victoria 3004, Australia.



MINISTRY
MINISTRY OF FOREIGN AFFAIRS, EUROPEAN UNION
AND COOPERATION

M -1F

ANNEX IV

SELECTION BODY

PRESIDENT:

Head Enrique Criado Navamuel, Consul General.

Alternate Juan Bautista García Lozano, Chancellor.

SECRETARY:

Head Juan Bautista García Lozano, Chancellor.

Alternate Lidia Blanco Olivares, Officer.

VOWELS:

Paula Tamarit Peris, Head, Assistant.

Alternate María de la Sierra Muñoz Manosalvas, Assistant.