



## CALL FOR APPLICATIONS FOR TEMPORARY EMPLOYMENT AS A COOK AT THE SPANISH EMBASSY IN ATHENS

Taking into account, as applicable, the provisions of the Resolution of the Secretary of State for Public Administrations of 18 February 2015, which establishes criteria for the selection of labour staff abroad, it is hereby agreed to call for applications in accordance with the following:

### RULES AND REGULATIONS FOR THE CALL FOR APPLICATIONS

#### 1. General rules

1.1. A selective process is announced to fill 1 (one) vacancy with the job title of cook by the open access system.

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

1.2. The selection process will be carried out by means of the competitive examination system, with the assessments, exercises and scores specified in Annex II.

1.3. Once the selection process has concluded, the applicants selected who have accredited fulfilment of the requirements, up to the maximum number of vacancies, will sign the corresponding contract.

1.4. The terms and conditions of the call for applications will be published in full at the General Access Point [www.administracion.gob.es](http://www.administracion.gob.es) on the notice boards of the Consular Section of the Embassy, the Economic and Commercial Office, the Defense Attaché Office and the Cervantes Institute, as well as on the website of the Embassy of Spain in Athens: <http://www.exteriores.gob.es/Embajadas/Atenas/>

#### 2. Candidates' requirements

2.1. In order to be admitted to the selective process, applicants must meet the following requirements for participation on the closing date for the submission of applications and maintain the following requirements until the time of the formalization of the employment contract:

2.1.1. Age: Be at least 16 years of age and not be over the maximum limit of age to retirement, according the rules.

2.1.2. Functional compatibility: Possess the functional capacity to carry out the tasks of the job to be filled.

2.1.3. Qualification: Not having been dismissed by disciplinary proceedings from the service of any of the Public Administrations or of the constitutional or statutory bodies of the Autonomous Communities, nor being in absolute or special disqualification for public posts or positions by judicial decision, or to perform functions similar to those they performed in the case of employment personnel, in which they had been dismissed or disqualified. If you are a national of another State, you must not be disqualified or in an equivalent situation, nor have been subjected to a disciplinary or equivalent penalty which, in your State, prevents you from having access to public employment in the same conditions.

2.2. Non-EU applicants must be in possession of the relevant residence and work permit or authorization for Greece on the starting date of the provision of services. In any case, the contract will terminate on the day on which the worker ceases to hold the relevant residence and work permit or authorization.



### 3. Applications

3.1. Those wishing to participate in the tests must fill in the form attached as Annex III to this call for applications, which will be available at the Consular Section of the Embassy, as well as on the website of the Embassy of Spain in Athens:

<http://www.exteriores.gob.es/Embajadas/Atenas/>.

3.2. Applications shall be submitted electronically at the Spanish Embassy in Athens, without prejudice to the provisions of art. 16.4 of Law 39/2015 of 1 October, on Common Administrative Procedure of Public Administrations, the last day of the deadline being March 21<sup>st</sup> 2025 and shall be sent to the following address: Dionysiou Areopagitou St. nº 21 - C.P. 11742 Athens.

In relation to the electronic register, and if Geiser is available, the recipient body (name and identification code) must be stated.

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

Applications submitted by post must be registered at the post office on time and with the corresponding entry stamp on the application form (Annex III). The ordinary postmark or postal payment slip will not be accepted as proof of submission on time.

In the event that the application is submitted by post or at any public registry other than that of this Representation, it is recommended that the application be sent by e-mail to the address, [emb.atenas@maec.es](mailto:emb.atenas@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:

- a. Copy of the Identity Card or Passport.
- b. Curriculum vitae of the candidate.
- c. Documentation accrediting the merits that the applicant wishes to be assessed in the competition phase.

Failure to submit the aforementioned documents will result in the exclusion of the candidate from the selection process. The candidate may be admitted only with documents a and b, in which case he/she will be assessed with zero points in the assessment of merits.

All the documentation listed above may be provided within the period for rectification provided for in point 4.1.

3.4. Any factual, material or arithmetical errors in the application may be corrected at any time, either ex officio or at the request of the interested party.

### 4. Admission of applicants

4.1. Once the deadline for submitting applications has passed, a list of admitted and excluded applicants will be published, in alphabetical order indicating their identity document or passport number. This is determined by the seventh additional provision of Organic Law 3/2018, of 5 December, on Personal Data Protection and guarantee of digital rights. Furthermore, the reasons for exclusion will be indicated and there will be a five working days period, counted from the day following the publication of the list, in which to rectify the defect that has led to their exclusion or omission. This list will be published on the notice board of the Consular Section of the Spanish Embassy in Athens and on the website of the Embassy:

<http://www.exteriores.gob.es/Embajadas/Atenas/>. The place, date and time of the competitive examination will also be indicated.



4.2. After the expiry of this period, any amendments shall be posted in the same places and by the same means as the initial lists.

## 5. Selection body

5.1. The selection body for this process is that which appears as 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 for both sexes.

The selection body shall be responsible for the consideration, verification and assessment of any incidents that may arise in the development of the exercises, adopting in this respect the reasoned decisions it deems appropriate.

5.3. The members of the selection body must abstain from intervening in the following cases:

- Having a personal interest in the matter in question or in another matter whose resolution could influence the decision of the former; being a director of the company or entity concerned or having a litigious matter with any interested party.
- To have a marital relationship or similar civil partnership and/or a blood relationship within the fourth degree or affinity within the second degree with any of the interested parties, with the administrators of the entities or companies involved and also with the advisors, legal representatives or agents who intervene in the procedure, as well as sharing a professional office or being associated with them for the purpose of advice, representation or mandate.
- Having close friendship or manifest enmity with any of the persons mentioned in the previous section.
- Having intervened as an expert or witness in the proceedings in question.
- Having a service relationship with a natural or legal person directly interested in the case, or having provided them with professional services of any kind and in any circumstance or place in the last two years.

5.4. Likewise, the candidates may challenge the members of the selection body when the circumstances foreseen in the previous paragraph are present.

5.5. For the purposes of communications and other incidents, the selection body will have its headquarters in Athens, 21 Dionysiou Areopagitou Street, telephone 00302109213123, e-mail address: [emb.atenas@maec.es](mailto:emb.atenas@maec.es).

## 6. Conduct of the selection procedure

6.1. Candidates will be called to a single sitting, and those who fail to appear will be excluded from the competition phase.

6.2. At the end of the competitive examination phase, the selection body will publish at the place where it is held, at the headquarters of the selection body and on its website, the list of candidates who have reached the minimum score established to pass, with an indication of the score obtained. Likewise, the place, date and time of the interview in the competitive phase will also be indicated.

6.3. Once the interviews have been completed, the selection body will publish at the place where the competitive examination phase was held, at the headquarters of the selection body and on its website, the evaluation of the merits of the competitive examination phase, indicating



the score obtained in each of the merits, the evaluation of the interview and the total score of the selection process.

The applicants will have a period of five working days, starting from the day after the publication of this list, to make the relevant allegations. At the end of this period, the selection body will publish the list with the definitive assessment of the selection process.

6.4. The selection body may require, at any time during the selection process, accreditation of the identity of the applicants. Likewise, if it becomes aware that any applicant does not fulfil any of the requirements demanded in the call for applications, after hearing the person concerned, it shall propose his/her exclusion to the convening authority.

## 7. Successful completion of the selection process

7.1. At the end of the competitive examination and examination phases, the President of the selection body shall submit to the convening authority the list of candidates who have obtained at least the minimum qualification required to pass the selection process, in order of score.

This list shall be published in the Centre where the vacancies 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 vacancies called, shall have a period of five working days in which to present the documentation accrediting the requirements demanded in the call for applications.

7.2. The number of contracts may not exceed the number of posts advertised.

7.3. Until the contract is formalized, the applicants shall not be entitled to any financial payment.

7.4. The contracted applicants shall complete a trial period of 15 days during which they shall be evaluated by the person in charge of the unit of destination.

7.5. In the event that any of the candidates does not present the corresponding documents within the established period, does not fulfil the requirements, resigns or the evaluation of the probationary period is unfavourable, the post shall be awarded to the next candidate on the list referred to in base 7.1.

7.6. The labour legislation of Greece shall apply to this recruitment.

## 8. Final Rule

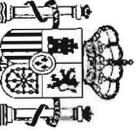
An appeal for reconsideration may be lodged against this call for applications within a period of one month from the day following its publication, before the same body that issues it, or a contentious-administrative appeal within a period of two months from the day following its publication, before the competent judicial body, in accordance with the provisions of Law 39/2015, of 1 October, on the Common Administrative Procedure of the Public Administrations and Law 29/1998, of 13 July, regulating the Contentious-Administrative Jurisdiction, it being noted that, in the event of lodging an appeal for reconsideration, a contentious-administrative appeal may not be lodged until it has been expressly resolved or the appeal has been presumptively rejected.

In Athens on the 11<sup>th</sup> of March, 2025

THE AMBASSADOR

  
Jorge Domecq





# ANNEX I

## LIST OF JOB VACANCIES

Professional Category **COOK**

Number of vacancies	Required qualification	Duties	Remuneration	Contract Duration
1		<ul style="list-style-type: none"><li>- Prepare food (breakfasts, appetizers, lunches, snacks, receptions and dinners) according to the recipes approved by the employer, taking care of all the food required for representation events, carrying out the complete handling of food (peeling, washing, cutting, cooking, plating...).</li><li>- The food you will be responsible for includes the preparation of appetizers and canapés, first courses, main courses and desserts, as well as baking breads and pastries.</li><li>- Store, organize and clean kitchen utensils and pantry.</li><li>- Keeping the kitchen premises and furniture, storerooms and cold rooms clean, neat and tidy, as well as free of waste or garbage, which must be evacuated daily.</li><li>- Cook, package, label and freeze food for later consumption and give instructions for proper preparation.</li><li>- Plan menus in accordance with the needs of employers and dietary restrictions notified to you.</li><li>- Where appropriate, you may be entrusted with the purchase or ordering of food and ingredients, and in any case, you must report on reliable suppliers for all products needed in the kitchen.</li><li>- Any other duties that may be necessary for the proper performance of the duties and objectives of the position, including the necessary flexibility in schedules to meet the needs of the residence.</li><li>- You will be required to work in a uniform provided by the Embassy.</li></ul>	2.400 € in gross monthly in all regards	12 months



## ANNEX II

### DESCRIPTION OF THE SELECTION PROCEDURE

The selection procedure will consist of a competitive examination and a competitive examination with the tests and assessments set out below:

#### **COMPETITIVE EXAMINATION:**

It will be conducted in Spanish or English language at the candidate's choice.

It will consist of the following eliminatory test:

Practical test, which will consist of the resolution of a practical case related to the functions of the post listed in Annex I of the call for applications. The test will be divided into two eliminatory stages.

The first part will consist of a written case study, in which candidates will be asked to answer a questionnaire related to their duties: menu proposal, ingredients needed for certain recipes, hygiene measures, etc.

This written test will consist of 10 short questions and correct answers will be marked out of 0,5 points. Wrong answers and unanswered questions will not be penalised. This test may be completed in 90 minutes.

It will be scored from 0 to 5 points, with a minimum of 2.5 points required to pass.

The second part of the practical test will consist of a manual test, in which candidates who have passed the first part will be asked to solve a practical case study related to the duties listed in Annex I. The test can be completed in 3 hours.

It will be scored from 0 to 5 points, being required a minimum of 2,5 points to pass the test.

#### **COMPETITION PHASE**

The assessment of the competition phase will be carried out only for candidates who have passed the abovementioned practical test.

The maximum score for the competition phase will be 6 points.

The competition phase will consist of:

#### **A. Assessment of professional and training merits**

The following merits that the candidates must have on the closing date for the submission of applications, will be evaluated as follows:

**1. Professional merits:** Will be assessed the experience in posts of the same or similar category, accredited by documentary evidence,

Maximum score: 4 points.

Scoring method: 0,33 points for each full month of experience.

When assessing professional merits, the same points will be awarded for having held a post in the Administration as in a private company.

#### **2. Educational merits:**

Courses related to the post, academic qualifications and other knowledge relevant to the post will be taken into account.

Maximum score: 1,5 points.



**B. Interview:**

This will consist of a personal interview, detailing the aspects to be covered in a concise and exhaustive manner, and may not include elements that have already been assessed in the rest of the merits of the competition phase. The interview may not be of an eliminatory nature. Maximum score: 0,5 points.

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

The final score will be determined by the sum of the points obtained in the competitive examination phase and the contest examination phase.

In the event of a tie, the order will be established on the basis of:

1. Highest score obtained in the competitive examination phase.
2. Highest score obtained in the assessment of professional merits.
3. Article 60 'Work of family members abroad', point 2, of Law 2/2014, of 25 March, on State Action and Foreign Service.

Necessary measures will be taken to ensure that candidates with disabilities enjoy the same conditions as the rest of the candidates in the performance of the exercises. In this sense, for those candidates with disabilities who so state in their application, the possible adaptations in terms of time and means for their performance will be established.



**ANNEX III**  
**APPLICATION TO PARTICIPATE IN THE SELECTIVE PROCESS FOR TEMPORARY LABOR**  
**PERSONNEL AT THE SPANISH EMBASSY IN ATHENS IN THE CATEGORY OF COOK**

**PERSONAL DATA**

FAMILY NAME.....
NAME .....
IDENTITY CARD or PASSPORT NUMBER .....
ADDRESS (street, ave., square) .....
NUMBER ..... FLOOR.....LOCATION.....
COUNTRY..... TELEPHONE and/or E-MAIL ADDRESS.....
DATE OF BIRTH .....
COUNTRY OF BIRTH .....NATIONALITY .....
DISABILITY.....REQUESTED ADAPTATION.....

**PROFESSIONAL DATA**

Current job position (category, seniority, organization, location):
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**ACADEMIC QUALIFICATION**

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**PROFESSIONAL MERITS**

Experience in jobs of the same category		
Name of position	Company or public body	Period worked (months, days, years)
Experience in jobs of similar category		
Name of position	Company or public body	Period worked (months, days, years)

**EDUCATIONAL MERITS**

Other qualifications or specialties
(Courses, Seminars and other knowledge useful for the position)

**PERSONAL DATA PROTECTION CLAUSE**

In compliance with the Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights and the EU Regulation 2016/679 of the European Parliament and of the Council of 27 April, we inform you that your personal data will be processed by the managing center listed in the call for applications for the sole purpose of resolving the selective process indicated above, and that you may exercise your rights of access, rectification, deletion, limitation and opposition before that same managing center. The legitimacy for the processing of your data is the fulfilment of legal obligations, as well as your consent. We also inform you that the recipient of your data will be exclusively the Public Administration. They will not be disclosed to third parties, except in case of legal obligation, nor will they be transferred to a third country or international organization. You can consult additional and detailed information on data protection on the web site of the Representation.

In....., on ..... 2025

(Signature)

Embassy of Spain - Dionysiou Areopagitou, 21 – 11742 Athens.



## ANNEX IV

### SELECTION BODY:

Chairperson:

Elena Pérez-Villanueva del Caz. Diplomatic Corps. Counsellor in charge of Administrative and Cultural Affairs and the Consular Section.

Substitute: M. Reyes Fernández Bulnes. Diplomatic Corps. Minister Counsellor, Deputy Head of Mission.

### SECRETARY:

Head: Ana Isabel Pérez López-Arias. Civil Servant of the Spanish Administration. Chancellor.

Alternate: Jesús Díez Díaz. Civil Servant of the Spanish Administration. Secretary.

### VOCALS:

Head: María Vasilaki. Labour staff. Secretary.

Alternate: Eleni Jaratsi. Labour staff. Officer.