

IMPORTANT NOTE: THIS IS AN INFORMATIVE NON-BIDING TRANSLATION OF THE CALL, BEING IN ANY CASE ONLY THE SPANISH VERSION TO BE LEGALLY CONSIDERED.

CALL FOR APPLICATIONS FOR PERMANENT EMPLOYMENT AT THE SPANISH EMBASSY IN HARARE WITH THE CATEGORY OF COOK.

Taking into account, where 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 agreed to call a selection process in accordance with the following:

TERMS AND CONDITIONS OF THE CALL FOR PROPOSALS

1. General rules

1.1. A selection process is announced to fill 1 post in the category of cook on an open access system.

The functions, remuneration and other characteristics of the posts 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 is concluded, the selected candidate who accredited compliance with the requested requirements, will be awarded the corresponding contract.

1.4. The terms and conditions of the call for applications will be published on the notice boards of the Spanish Embassy in Harare. They will also be posted on the Embassy's website: <http://www.exteriores.gob.es/embajadas/Harare/es/> and on www.administracion.gob.es.

2. Eligibility of candidates

2.1. In order to be admitted to the selection process, applicants must meet the following requirements on application date and maintain them until the moment the employment contract is formalized:

2.1.1. To be a minimum of 16 years of age and not exceed, where applicable, the maximum retirement age.

2.1.2. Possess the functional capacity to perform the tasks of the position to be covered.

2.1.3. Not having received a disciplinary notice from any Spanish Public Administrations, nor having been disqualified for jobs or public positions by judicial resolution, or to exercise similar functions to those they performed in the case of locally employed personnel. In the case of nationals of other States, not to be disqualified or in an equivalent situation or to have been subjected to a disciplinary or equivalent sanction that might prevent, in the State of nationality of the applicant, access to public employment on the same terms.

2.2. Candidates must be permanent residents of Zimbabwe or holders of a suitable work permit or authorization in the Republic of Zimbabwe on the start date of the service. In any case, the contract will terminate on the day the worker ceases to be in possession of the corresponding residence and work permit or authorization.

3. Applications

3.1. Those wishing to take part in these selection process must fill in the form attached as Annex III, which will be available at the Spanish Embassy in Harare, as well as on the following website: <http://www.exteriores.gob.es/embajadas/Harare/es/>.

3.2. Applications must be submitted electronically to the Embassy of Spain in Zimbabwe, notwithstanding the provisions of Article 16.4 of Law 39/2015 of 1 October, on Common Administrative Procedure for Public Administrations, with the last day of the deadline being the 13th of July, and must be sent to the following address: Embassy of Spain in Harare, 16 Philips Avenue, Harare.

Applications may be submitted virtually through the General Electronic Register of the General Administration of the State <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 a public registry other than that of this Representation, it is recommended that the application be simultaneously sent by e-mail to the address, emb.harare@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 Card or Passport.
- Candidate's CV.
- Documentation accrediting the merits that the applicant wishes to be assessed in the competition phase.

Failure to present this documentation will result in the exclusion of the applicant from the selection process, unless it is only the case of documentation accrediting the merits that the applicant wishes to be assessed in the competition phase, in which case the applicant may be admitted, but will be awarded zero points in the assessment of merits.

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

3.4. Any factual, material or arithmetical errors that may be noted in the application may be corrected at any time, either ex officio or at the applicant's request.

4. Admission of applicants

4.1. Following the submission deadline, a list of candidates admitted and excluded will be published, indicating their identity or passport number, as established in the seventh additional provision of Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights. Reasons for exclusion will also be detailed. An explanatory note indicating a period of five working days, counted from the day following the publication of the list, will be made available to rectify the reasons that have led to the exclusion or omission of non admitted candidates. This list will be published on the notice board and on the website of the Spanish Embassy in Harare. The place, date and time of the first test of the competition will also be announced.

4.2. Once this period has lapsed, any changes will 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 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 for both sexes.

The selection body will 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 issue with any interested party.
- Having a marital relationship or similar de facto situation and a family 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 a 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 relationship of service with a natural or legal person directly interested in the case, or having provided 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 at the Spanish Embassy in Harare, 16 Philips Avenue, telephone +263772201986, e-mail address emb.harare@maec.es.

6. Development of the selective process

6.1. Candidates will be called to the exercise in a single summons, being those not present at that time consequently excluded from the competitive examination stage.

6.2. After the exercise of the competitive examination phase is completed, the selection body will make public, in the place or places where it took place, as well as at the headquarters of the selection body and on its website, the list of applicants who have reached the minimum score established to pass this phase successfully, indicating the score obtained by each of them.

6.3. After competitive examination phase is completed, the selection body will publish in the place or places where the opposition phase took place, as well as at the headquarters of the selection body and on its website, the resulting evaluation of the merits of the merit assessment phase, with indication of the score obtained in each one of the merits 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 pertinent 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 merit assessment 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 due order according to their 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 applicant on this list shall have a period of eight 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 has been formalised, applicants shall not be entitled to any financial compensation.

7.4. The contracted applicants shall serve a probationary period of 3 months 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 documentation 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. Zimbabwean employment legislation shall apply to this recruitment.

8. Final Rule

An appeal for reversal 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 an appeal for judicial review 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 Public Administrations and Law 29/1998, of 13 July, regulating 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.

Harare, 28th July 2023.

ANNEX 1.

LIST OF POSITIONS

Professional CategoryChef.....

Number Positions	Duties	Remuneration	Duration of contract
1	To prepare, purchase and cook daily and special menus, receptions, etc. and all other duties related to his/her category that may be entrusted to him/her by the Head of the Representation, as well as cleaning the kitchen and adjoining premises.	18.812,19 USD/year.	Indefinite.

ANNEX 2.

DESCRIPTION OF THE SELECTION PROCEDURE

The selection procedure will consist of a competitive examination phase and a merit assessment phase as follows:

COMPETITIVE EXAMINATION PHASE:

It will consist of the following eliminatory test:

A practical test dealing with the resolution of a practical case related to the functions of the post listed in Annex I of the present call and which will consist on the following tasks:

1. Proposing a menu adapted to the ingredients provided to the candidate.
2. Personally executing in practice the menu proposed by the candidate.
3. Answering all questions the Selection Board may ask about the menu and its elaboration.

The maximum mark for the competition phase will be 10 points. The minimum mark for the competition phase will be 5 points.

MERIT ASSESMENT PHASE

The merit assessment phase will be carried out only for candidates who have passed the competition phase.

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

The merit assessment phase will consist of:

- A. Assessment of professional and training merits.

The following merits will be assessed, which must be in possession by the candidate at the closing date for the submission of applications:

1. Professional merits: Experience in posts in the same or a similar category, supported by documentary evidence, will be taken into account.

Maximum score: 4.5 points.

Method of marking: 0.4 points for each full six-month period of experience.

When assessing professional merits, the same points will be awarded for experienced derived from a post in the Public Administration and in the private sector.

2. Training 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.

The mark for the merit assessment phase will be the sum of the marks obtained in each of the merits.

The final mark will be determined by the sum of the marks obtained in the competitive examination phase and the merit assessment phase.

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

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

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

ANNEX III (PLEASE NOTE THAT THIS IS JUST A NON-BIDING INFORMATIVE TRANSLATION INTO ENGLISH TO ALLOW A BETTER UNDERSTANDING OF APPLICANTS. PLEASE FILL IN AND DELIVER ACCORDINGLY THE BINDING SPANISH VERSION)

APPLICATION FOR PARTICIPATION IN THE SELECTIVE PROCESS FOR PERMANENT STAFF AT THE EMBASSY OF SPAIN IN HARARE WITH THE CATEGORY OF CHEF

PERSONAL DETAILS

SURNAME.....
NAME.....
IDENTITY CARD OR PASSPORT NUMBER.....
ADDRESS (street, avenue, square)
N. APARTMENT.....CITY.....
COUNTRY..... TELEPHONE and/or EMAIL.....
DATE OF BIRTH.....
COUNTRY OF BIRTH.....NATIONALITY.....
DISABILITY.....ADAPTATION REQUESTED.....

PROFESSIONAL DETAILS

Current position (category, seniority, organisation, location):

ACADEMIC QUALIFICATIONS

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PROFESSIONAL MERITS

Experience in posts in the same category		
Title Position	Company or public body	Period worked (months, days, years)

Experience in similar positions		
Title Position	Company or public body	Period worked (months, days, years)

TRAINING MERITS

Other qualifications or specialisations
(Courses, Seminars and other knowledge relevant to the position)

PERSONAL DATA PROTECTION CLAUSE

In compliance with Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights and 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 management centre that appears in the call for applications for the sole purpose of resolving the selection process indicated above, and you may exercise your rights of access, rectification, deletion, limitation and opposition before the same management centre. The legitimation 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. Your data will not be passed on to third parties, except in the case of legal obligation, nor will it be transferred to a third country or international organisation. Additional and detailed information on data protection can be found on the website of the Representation.

....., of, 2023

Embassy of Spain in Harare, 16 Philips Avenue, Harare.

(Signature)

ANNEX 4.

SELECTION BOARD

PRESIDENT:

Tenured: Natividad Isabel Peña Bonilla. Ambassador.

Substitute: Diego Calatayud Soriano. Deputy Head of Mission.

SECRETARY:

Tenured: Concepción González López Chancerllor.

Substitute: Laura Sanz Benayas. Auxiliary staff.

VOCALS:

Tenured: Cristina Golpe López. Secretary.

Substitute: Asuncion Lorenzo González. Official.