

EMBASSY OF SPAIN IN KINGSTON (JAMAICA)

COURTESY TRANSLATION

RECRUITMENT NOTICE FOR A PERMANENT MESSENGER-DRIVER POSITION

Kingston, Jamaica

9 October 2026

****DISCLAIMER**

This document is an unofficial courtesy translation into English of the Spanish-language recruitment notice issued by the Embassy of Spain in Kingston, Jamaica.

It is provided exclusively for information purposes. In the event of any discrepancy, inconsistency, omission, ambiguity or difference in interpretation between this translation and the original Spanish text, the Spanish-language version shall prevail and shall be the only legally valid and binding version.

Applicants should refer to the original Spanish-language notice and its annexes for all legal, procedural and administrative purposes. Participation in the selection process shall be governed exclusively by the terms and conditions contained in the Spanish-language version.

NOTICE OF RECRUITMENT FOR A PERMANENT LOCAL STAFF POSITION AT THE EMBASSY OF SPAIN IN KINGSTON (JAMAICA) AS MESSENGER-DRIVER

Taking into account, where applicable, the provisions of the Resolution of the State Secretariat for Public Administrations of 18 February 2015 establishing criteria for the recruitment of locally engaged staff abroad, a selection process is hereby announced under the following rules.

TERMS AND CONDITIONS OF THE COMPETITION

1. General Provisions

1.1 A selection process is announced to fill one (1) permanent Messenger-Driver position through open competition.

The duties, remuneration and other characteristics of the position are described in Annex

1.2 The selection process will consist of a competitive examination and merit assessment, with the evaluations and scoring described in Annex II. Candidates selected and meeting all required conditions will be offered an employment contract.

1.3 Once the selection process is complete, the successful candidates who have demonstrated that they meet the required qualifications—up to the maximum number of positions available—will be offered the corresponding contract.

1.4 The complete terms and conditions of the call for applications will be published on the General Access Point www.administración.gob.es, on the bulletin boards of the

Embassy of Spain in Kingston (6-8 Saint Lucia Avenue, 6th floor Courtleigh Corporate Center, Kingston 5), at the offices of the Honorary Consulates in the district, and on the Embassy's website <https://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. Applicant Requirements

2.1 Applicants must meet and maintain the following requirements from the closing date for applications until the signing of the employment contract:

- 2.1.1 Be at least 16 years of age and not exceed the applicable retirement age.
- 2.1.2 Hold a valid Jamaican driver's licence.
- 2.1.3 Have the physical and functional capacity to perform the duties of the position
- 2.1.4 Eligibility: The applicant must not have been dismissed through disciplinary proceedings from the service of any public administration or from the constitutional or statutory bodies of the autonomous communities, nor be subject to absolute or special disqualification from public employment or office by judicial decision, or from performing duties similar to those previously performed—in the case of contract staff—from which they were dismissed or disqualified. If a national of another country, the applicant must not be disqualified or in an equivalent situation, nor have been subject to a disciplinary sanction or equivalent measure that, in their home country, prevents access to public employment under the same terms.

2.2 Non-Jamaican applicants must possess the required residence and work authorization for Jamaica when employment begins. The contract shall automatically terminate if such authorization ceases to be valid.

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 bulletin board at the Spanish Embassy in Kingston (Courtleigh Corporate Center, 6–8 Saint Lucia Avenue, 6th floor) and on the Embassy's website, <http://www.exteriores.gob.es/Embajadas/Kingston/es>.

3.2. Applications must be submitted to the Spanish Embassy in Kingston electronically, without prejudice to the provisions of Article 16.4 of Law 39/2015 of October 1, on the Common Administrative Procedure of Public Administrations. The deadline for submission is October 22, and applications must be sent to the following address:

Courtleigh Corporate Center, 6–8 Saint Lucia Avenue, 6th floor. Electronic Registry: Diplomatic Mission in Jamaica – Kingston – EA0038409

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

Applications submitted by mail must be postmarked by the deadline and bear the corresponding postmark 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 mail or at a public registry other than that of this Mission, it is recommended that you first submit it via email to emb.kingston@maec.es, including a scanned copy of Annex III with the corresponding receipt stamp and your ID card or passport.

3.3 Applications must be accompanied by:

- Copy of passport or identity document.
- Copy of driver's licence.
- Curriculum vitae.
- Supporting documentation for any merits claimed for the merit assessment phase.

Failure to submit this documentation will result in the applicant's exclusion from the selection process, unless the documentation in question consists solely of evidence of the merits that the candidate wishes to have evaluated during the competitive phase; in which case, the applicant may be admitted but will receive zero points in the merit evaluation.

All of the listed documentation may be submitted, if applicable, during the rectification period specified in section 4.1.

3.4. Any factual, clerical, or arithmetical errors found in the application may be corrected at any time, either ex officio or at the request of the applicant.

4. Admission of Candidates

4.1. Once the application deadline has passed, an alphabetically ordered list of admitted and excluded applicants will be published, indicating their national ID or passport number, in accordance with the seventh additional provision of Organic Law 3/2018, of December 5, on the Protection of Personal Data and the Guarantee of Digital Rights, and indicating the grounds for exclusion, with a deadline of five business days, beginning on the day following the publication of the list, to correct the deficiency that led to their exclusion or omission. This list will be posted on the bulletin board of the Spanish Embassy in Kingston (Courtleigh Corporate Center, 6-8 Saint Lucia Avenue, 6th floor) and on the Embassy's website, <http://www.exteriores.gob.es/Embajadas/Kingston/es>. The location, date, and time of the first phase of the competitive examination will also be indicated.

4.2. Once this period has elapsed, should any changes have occurred, they will be posted in the same locations and through the same channels as the initial lists.

5. Selection Board

The Selection Board is described in Annex IV.

5.2. The selection committee, in accordance with Article 14 of the Spanish Constitution, shall ensure strict compliance with the principle of equal opportunity between the sexes.

The selection committee shall be responsible for reviewing, verifying, and assessing any issues that may arise during the course of the exercises, and shall adopt the reasoned decisions it deems appropriate in this regard.

5.3. Members of the selection committee must recuse themselves in the following cases:

- Having a personal interest in the matter at hand or in another matter whose resolution could be influenced by the former; serving as a director of a company or entity involved; or being involved in a legal dispute with any interested party.
- Having a marital relationship or a de facto relationship of equivalent nature, or being related by blood within the fourth degree or by marriage within the second degree, to any of the interested parties, to the directors of interested entities or companies, or to the advisors, legal representatives, or agents involved in the proceedings; or sharing a professional office or being associated with them for the purposes of advising, representing, or acting as an agent.
- Having a close friendship or an open enmity with any of the persons mentioned in the preceding section.
- Having served as an expert witness or a witness in the proceedings in question.
- Having an employment relationship with a natural or legal person directly involved in the matter, or having provided professional services of any kind to such a person within the last two years, under any circumstances or in any location.

5.4. Likewise, applicants may challenge members of the selection committee when the circumstances described in the preceding paragraph apply.

5.5. For the purposes of communications and other matters, the selection committee will be headquartered at the Embassy of Spain at Kingston Courtleigh Corporate Center, Saint Lucia Avenue, 6–8, 6th floor, during business hours from 9:00 a.m. to 1:00 p.m., telephone 876 929 5555, email address emb.kingston@maec.es.

Conduct of the Selection Process

6.1. Candidates will be summoned to the exam in a single call; those who do not appear will be excluded from the competitive examination phase.

6.2. Upon completion of each test in the competitive examination phase, the selection committee will publish—at the location(s) where the test was held, at the selection committee's headquarters, and on its website—a list of candidates who have achieved the

minimum score required to pass, indicating the score obtained. It will also specify the location, date, and time of the next test.

6.3. Once the competitive examination phase is complete, the selection committee will publish, at the location(s) where the competitive examination phase took place, at the selection committee's headquarters, and on its website, a list of the candidates who have passed, indicating the location, date, and time of the interview in the competitive selection phase.

6.4. Once the interviews are completed, the selection committee will publish—at the location(s) where the competitive examination phase took place, at the selection committee's headquarters, and on its website—the evaluation of the merits for the competitive phase, indicating the score obtained for each merit, the interview evaluation, and the total score for the selection process.

Applicants will have five business days, beginning the day after the publication of said list, to file any relevant objections. 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 applicants to provide proof of identity. Furthermore, if it becomes aware that an applicant does not meet any of the requirements specified in the call for applications, after hearing the applicant in question, it must propose the applicant's exclusion to the convening authority.

Successful Completion of the Selection Process

7.1. Once the competitive examination and selection process phases have been completed, the Chair of the selection committee shall 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 posted at the Center where the advertised positions are located and on its website, as well as in any other locations deemed appropriate. The first candidates on the list, up to the number of positions advertised, will have a period of eight business days to submit documentation proving they meet the requirements specified in the call for applications.

7.2. No more contracts may be entered into than the number of positions advertised.

7.3. Until the contract is formalized, candidates shall not be entitled to any financial compensation.

7.4. Hired candidates must complete a 3-month probationary period during which they will be evaluated by the head of their assigned unit.

7.5. If any candidate fails to submit the required documentation by the established deadline, does not meet the requirements, withdraws during the probationary period, or receives an

unfavorable evaluation during the probationary period, the position will be awarded to the next candidate on the list referred to in Section 7.1.

7.6. Jamaican labor laws shall apply to this employment.

Final Provision

Appeals against this recruitment notice may be filed before the Labour Courts of Madrid within two months from the day following its publication.

Kingston, 9 October 2026.

ANNEX I

POSITION DESCRIPTION

Professional Category: Messenger-Driver

Contract Duration: Permanent.

Duties:

- Driving and proper maintenance of the official vehicle.
- Driving the Mission vehicle whenever required by the Head of Mission.
- Delivery, dispatch and collection of documents and parcels from government offices, businesses, commercial establishments and banks.
- Any other similar duties assigned by supervisors.
- Required Qualification: Valid driver's licence.

Number of Positions: One (1).

ANNEX II

DESCRIPTION OF THE SELECTION PROCESS

The process consists of an examination phase and a merit assessment phase.

Examination Phase

- General Knowledge Test
- Multiple-choice format.
- Ten (10) questions.
- Incorrect answers are not penalized.
- One point awarded for each correct answer.
- Score range: 0-10 points.
- Minimum passing score: 5 points.

Practical Test

- Practical driving test and knowledge of the city.
- Score range: 0-10 points.
- Minimum passing score: 5 points.
- Maximum score for the examination phase: 20 points. Minimum passing score: 10 points.

Merit Assessment Phase

- Maximum score: 13 points.
- Professional Experience
- Experience in equivalent or similar positions.
- Maximum: 10 points.
- One point awarded for each complete six-month period of experience.
- Training and Qualifications
- Courses, academic qualifications and other knowledge relevant to the position.
- Maximum: 2 points.

Interview

- Personal interview to clarify professional merits and suitability for the post.
- Maximum: 1 point.

Final ranking shall be determined by the total score obtained in both phases.

ANNEX III

APPLICATION FORM

- Personal Information
- Surname(s)
- First Name(s)
- Passport or Identity Document Number
- Address
- City
- Country
- Telephone and/or Email
- Date of Birth
- Country of Birth
- Nationality
- Disability (if applicable)
- Accommodation Requested (if applicable)
- Professional Information
- Current position (category, length of service, organization, location).
- Academic Qualifications
- Professional Experience
- Position Title
- Employer or Public Institution
- Period of Employment
- Training and Qualifications
- Additional qualifications or specialties.
- Courses, seminars and other knowledge relevant to the position.

Data Protection Notice

Personal data will be processed solely for the purpose of conducting the recruitment process and in accordance with applicable data protection legislation. Applicants may exercise their rights of access, rectification, erasure, restriction and objection before the responsible authority.

ANNEX IV

SELECTION BOARD

Chairperson

- Principal: Baltasar Fernández Melgosa, Deputy Head of Mission at the Embassy of Spain in Jamaica.
- Alternate: María Amparo Fochs Carbajo, Ambassador's Secretary.

Secretary

- Principal: Angela Bodden-Watson, Administrative Officer.
- Alternate: Elizabeth Ann Shoucair, Administrative Assistant.

Members

- Principal: Julia Coc Mendoza, Administrative Officer.
- Alternate: Russell Lloyd Green, Administrative Assistant.