



## **CALL FOR ADMISSION AS TEMPORARY LABOR STAFF AT THE SPANISH EMBASSY IN TRINIDAD AND TOBAGO WITH THE CATEGORY OF MESSENGER-DRIVER.**

Taking into account, as 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 labor personnel abroad, it is agreed to call for a selection process in accordance with the following:

### **RULES OF THE CALL FOR APPLICATIONS**

#### **1. General rules**

1.1. A selective process is summoned to fill 1 position in the category of **messenger-driver** by the open access system.

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

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

1.3. Once the selection process has concluded, the selected candidate who has accredited compliance with the requirements, up to the maximum number of positions called, shall be given 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.administración.gob.es](http://www.administración.gob.es), on the website of the Embassy of Spain in Trinidad and Tobago <https://www.exteriores.gob.es/Embajadas/puertoespana/es> and on the Embassy's notice board, 7<sup>th</sup> Floor, Tatil Building, 11 Maraval Road. Port of Spain.

#### **2. Requirements for candidates**

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

2.1.1.1. Age: Be at least 16 years of age and not exceed the maximum retirement age, if applicable.

2.1.2. Others: to be in possession of the corresponding driving license in force and valid in Trinidad and Tobago.

2.1.3. Functional compatibility: Possess the functional capacity to perform the duties of the positions being called for.

2.1.4. Qualification: Not to have been dismissed by means of disciplinary proceedings from the service of any of the Public Administrations or the constitutional or statutory bodies of the autonomous communities, nor to be in absolute or special disqualification for public jobs or positions by judicial resolution, or to perform similar functions to those performed in the case of labor personnel, in which they have been dismissed or disqualified. In the case of being a national of another State, not being disqualified or in an equivalent situation, nor having been subject to a disciplinary or equivalent sanction that prevents, in his/her State, in the same terms, access to public employment.

2.2. Non-Trinidadian candidates must be in possession of the corresponding residence and work permit or authorization in Trinidad and Tobago on the date of commencement of services. In any case, the contract shall terminate on the day on which the worker ceases to be in possession of the corresponding residence and work permit or authorization.



### 3. Applications

Those wishing to participate in these selective tests must fill out the form attached as Annex III to this call for applications, which will be available on the website of the Embassy of Spain in Trinidad and Tobago <https://www.exteriores.gob.es/Embajadas/puertoespana/es> and on the Embassy's bulletin board, 7<sup>th</sup> Floor, Tatil Building, 11 Maraval Road. Port of Spain.

3.1. Applications shall be submitted at the front desk of the Embassy of Trinidad and Tobago, electronically, without prejudice to the provisions of art. 16.4 of Law 39/2015 of October 1, on Common Administrative Procedure of Public Administrations, with the last day of the deadline being **31/03/2025** and should be addressed to the following address: Embassy of Spain in Trinidad and Tobago, 7<sup>th</sup> Floor, Tatil Building, 11 Maraval Road. Port of Spain.

Applications may be submitted digitally through the General Electronic Registry of the General Administration of the State <https://administracion.gob.es> and through Geiser EA0038476 Registry of the Embassy of Spain in Trinidad and Tobago.

Applications submitted by postal mail 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 receipt will not be accepted as proof of timely submission.

In the event that the application is submitted by mail or in any public registry other than that of this Representation, it is recommended that the application be submitted by e-mail sent to the address, [emb.puertoespana@maec.es](mailto:emb.puertoespana@maec.es), including a scan of Annex III with the corresponding entry stamp and the Identity Document or Passport.

3.2. The application shall be accompanied by:

- Copy of the Identity Card or Passport.
- Copy of the driving license.
- Curriculum vitae of the candidate.
- Documentation accrediting the merits that the applicant wishes to be valued in the competition phase.

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

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

3.3. Factual, material or arithmetical errors that may be noted in the application may be corrected at any time ex officio or at the request of the interested party.

### 4. Admission of applicants

4.1. After the deadline for submitting applications, a list will be published in alphabetical order of admitted and excluded applicants, indicating their identity card or passport number, in the manner determined by the seventh additional provision of Organic Law 3/2018, of December 5, on Personal Data Protection and guarantee of digital rights, and indicating the causes of exclusion, indicating a period of five working days, counted from the day following the publication of the list, to rectify the defect that has led to their exclusion or omission. This list will be published on the web page of the Embassy of Spain in Trinidad and Tobago



<https://www.exteriores.gob.es/Embajadas/puertoespana/es> and on the notice board of the Embassy, 7<sup>th</sup> Floor, Tatil Building, 11 Maraval Road. Port of Spain. Likewise, the place, date and time for the performance of the competitive examination will be indicated.

4.2. Once this period has elapsed, in the event that any modifications have been made, these will be exhibited in the same places and by the same means as the initial lists.

## **5. Selection body**

5.1. The selection body for this selective process is that which appears as Annex IV.

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

### **5. Selection Body**

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

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

The selection body shall be responsible for considering, verifying and assessing 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 that 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 de facto situation and 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 involved in the procedure, as well as to share a professional office or be associated with them for advice, representation or mandate.

- Having intimate friendship or manifest enmity with any of the persons mentioned in the previous paragraph.

- Having intervened as an expert or witness in the proceeding in question.

- To have a service relationship with a natural or legal person directly interested in the matter, or to have rendered professional services of any kind and in any circumstance or place in the last two years.

5.4. Likewise, the applicants may challenge the members of the selection body when the circumstances set forth in the preceding paragraph are present.

5.5. For the purposes of communications and other incidents, the selection body shall have its headquarters at the Embassy of Spain in Trinidad and Tobago, Edificio Tatil, 7<sup>th</sup> floor, 11 Maraval Street, Port of Spain, telephone numbers 868 6257938 and 868 628 2560, e-mail address [emb.puertoespana@maec.es](mailto:emb.puertoespana@maec.es).

## **6. Development of the selective process**

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

6.2. Once the exercise of the competitive examination phase has concluded, the selection body shall 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 shall also be indicated.

6.3. Once the interviews have been completed, the selection body shall 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 the list, to make the pertinent allegations. At the end of said period, the selection body shall publish the list with the definitive evaluation of the selection process.

6.4. The selection body may require, at any time during the selection process, the accreditation of the identity of the applicants. Likewise, if it becomes aware that any applicant does not meet any of the requirements set forth in the call, after hearing the interested party, it shall propose his/her exclusion to the convening authority.

### **7. Overcoming the selective process**

7.1. Once the competitive examination and examination phases have been completed, 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.

Said list shall be published in the Center where the vacancies are located and on its web page, as well as in as many places as deemed appropriate, and the first applicants on said list, up to the number of vacancies called, shall have a period of five working days to present the documentation accrediting the requirements demanded in the call for applications.

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

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

7.4. The contracted applicants shall serve a 15-day probationary period, during which they shall be evaluated by a probationary committee.

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

7.6. The labor laws of Trinidad and Tobago 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 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 October 1, of the Common Administrative Procedure of the Public Administrations and Law 29/1998, of July 13, regulating the Contentious-Administrative Jurisdiction, meaning that, in case of filing an appeal for reconsideration, no contentious-administrative appeal may be filed until the latter is expressly resolved or there has been a presumptive dismissal of the same.

In Port of Spain, on March 19, 2025.

The Chargé d'Affaires a.i. of the Embassy of Spain in Trinidad and Tobago.



## ANEXO I

### RELACIÓN DE PLAZAS

#### Categoría Profesional Ordenanza chofer

| Nº de plazas | Titulación requerida  | Funciones   | Retribución   | Duración del contrato                         |
|--------------|---|---|---|---|
| 1            | Estar en posesión del correspondiente permiso de conducir en vigor y válido en Trinidad y Tobago. | Conducción del vehículo oficial o de servicio, mantenimiento y limpieza de los mismos, así como apoyo a las unidades administrativas mediante la realización de tareas tales como fotocopias, archivo, mensajería, etc... y todas aquéllas que relacionadas con su categoría le sean encomendadas por la Jefa de Misión o | 1.359,00 USD mensuales íntegros, por los conceptos. | Hasta reincorporación del titular del puesto. |



## ANNEX II

The selection process will consist of a competitive examination phase and a competitive examination phase with the exercises and evaluations detailed below:

### COMPETITIVE EXAMINATION PHASE:

It will consist of the following eliminatory test:

Practical test, the test will consist of driving practice, knowledge of the city and/or mechanics.

It will be scored from 0 to **10 points, being necessary a minimum of 5 points to pass it.**

### COMPETITION PHASE

The evaluation of the competitive examination phase will be made only to candidates who have passed the competitive examination phase.

The maximum score for the competitive examination phase will be 6 points.

The competition phase will consist of:

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

The following merits will be evaluated, which must be possessed on the date of the finalization of the presentation of applications:

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

Maximum score: 4 points.

Method of scoring: 0.33 points for each full month of experience.

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

#### **2. Training merits:**

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

Maximum score: 1.5 points.

**B. Interview:** It 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 valued in the rest of the merits of the competition phase. The interview shall not be of an eliminatory nature.

Maximum score: 0.5 points.

The score of the competition phase will be the sum of the marks 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 competitive examination phase.

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

Higher score obtained in the competitive examination phase. 2.

2. Higher score obtained in the evaluation 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.

The necessary measures shall be adopted so 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 applicants with disabilities who so state in their application, the possible adaptations in time and means for their performance will be established.



ANNEX III

**CALL FOR ADMISSION AS TEMPORARY LABOR STAFF AT THE SPANISH EMBASSY IN TRINIDAD AND TOBAGO WITH THE CATEGORY OF MESSENGER-DRIVER.**

PERSONAL INFORMATION

|  |
|--|
| SURNAMES.....                                    |
| NAME.....  |
| NATIONAL ID DOCUMENT OR PASSPORT N°.....         |
| ADDRESS (street,ave) .....                       |
| N° ..... FLOOR.....CITY.....                     |
| COUNTRY..... TELEPHONE and/or EMAIL ADDRESS..... |
| DATE OF BIRTH.....                               |
| COUNTRY OF BIRTH.....NATIONALITY.....            |
| DISABILITIES..... ADAPTATION REQUESTED .....     |

PROFESSIONAL DETAILS

|   |
|---|
| Current job position (category, seniority, organization, location, etc.): |
|---|

ACADEMIC QUALIFICATIONS

|                                     |
|-------------------------------------|
| High school graduate or equivalent. |
|-------------------------------------|

PROFESSIONAL MERITS

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

TRAINING 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 April 27, 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 above selective process, and 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 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. 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 website of the Representation.

in....., a.....de ..... de 20... Signature:

Embassy of Spain in Trinidad and Tobago. Tatil Building, 7th floor, 11 Maraval St. Port of Spain.



**ANNEX IV**

**SELECTION BODY**

CHAIRMAN:

**Principal** Elena González Conde. Encargada de Asuntos Administrativos

**Alternate** Diego Calatayud Soriano. Segunda Jefatura

SECRETARY:

**Principal** Vidal Gallardo Ceballos. Canciller

**Alternate** Carlos Luis Blanco Rojas. Secretario.

VOCALES:

**Principal** Neilitza Herrera Moreno. Oficial.

**Alternate** Leslie Ron Clarke. Auxiliar administrativo.

**Please note that this document serves only as courtesy translation of the Spanish version.**