



## **CALL FOR APPLICATIONS AS A LABOR PERSONNEL AT THE EMBASSY OF SPAIN IN TALLINN (ESTONIA) IN THE CATEGORY OF ATTENDANT-DRIVER.**

Taking into account the provisions of the Resolution of the Secretary of State for Public Administrations of February 18, 2015, which establishes criteria on the selection of labor personnel abroad, it is hereby agreed to call for a selection process in accordance with the following:

### **RULES OF THE CALL**

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

- 1.1. A selection process is called to cover 1 position in the category of ATTENDANT-DRIVER by the system of free access.  
The duties, remuneration and other characteristics of the position are described in detail in Appendix I.
- 1.2. The selection process shall be carried out through the competitive examination system, with the evaluations, exercises and scores specified in Appendix II.
- 1.3. Once the selection process has concluded, the selected candidates who have accredited compliance with the requirements, up to the maximum number of positions called, will be formalized the corresponding contract.
- 1.4. The full terms and conditions of the call for applications will be published on the Embassy's website, <https://www.exteriores.gob.es/Embajadas/tallin/es/Paginas/index.aspx>, at the General Access Point [www.administración.gob.es](http://www.administración.gob.es) and on the notice board of the Embassy of Spain, located at Liivalaia Street, 13, 6<sup>th</sup> floor, 10118 Tallinn (Estonia).

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

- 2.1. In order to be admitted to the selection process, the candidates 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. Age: At least 18 years of age and not exceed the maximum retirement age.
  - 2.1.2. Other : Be in possession of the type B driving license for passenger cars, in force and valid in Estonia.
  - 2.1.3. Functional compatibility: Possess the functional capacity to perform the tasks required for the positions.
  - 2.1.4. Qualification: not to have been dismissed by disciplinary proceedings from the service of any of the public administrations or the constitutional or statutory bodies of the autonomous communities, or to be absolutely or specially disqualified from public employment or public office by a court decision, or to perform duties similar to those performed in the case of employment personnel, in which they have 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 subject to a disciplinary or equivalent sanction that prevents, in your State, in the same terms, access to public employment.
- 2.2. Non-EU candidates must be in possession of the residence and work permit or authorization Estonian on the date of commencement of the provision of services. In any case, the contract shall terminate on the day on which the worker ceases to hold the corresponding residence and work permit or authorisation.

#### **3. Applications**

- 3.1. Those who wish to participate in these selective tests must complete the form attached as Appendix III to this call, which will be available on the Embassy's website: <https://www.exteriores.gob.es/Embajadas/tallin/es/Paginas/index.aspx>.



- 3.2. Applications shall be submitted electronically at the offices of the Spanish Embassy in Estonia, without prejudice to the provisions of Article 16.4 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, with the last day of the deadline being 29 April 2025, and shall be sent to the following address: Liivalaia Street, 13, 6<sup>o</sup>, 10118 Tallinn (Estonia).

Applications may be submitted telematically through the General Electronic Register 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 (Appendix III). The ordinary postmark or post office receipt will not be accepted as proof of timely submission.

In the event that the application is submitted by mail or at any public registry other than this Representation, it is recommended that the application be sent by e-mail to [emb.tallin@maec.es](mailto:emb.tallin@maec.es) including the scanned Appendix III with the corresponding entry stamp and the Identity Card or Passport.

- 3.3. The application must be accompanied by:

- Authentic copy of the Identity Document or Passport.
- Driving license.
- Curriculum vitae of the candidate.
- Documentation accrediting the merits that the candidate wishes to be assessed in the competition phase.

Failure to submit this documentation will result in the exclusion of the candidate 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 candidate may be admitted, but will be assessed with zero points in the assessment of merits.

All the documentation listed above may be provided, where appropriate, within the time limit for the completion of the application, as set out in point 4.1.

- 3.4. The factual, material or arithmetical errors that may be noticed in the application may be corrected at any time ex officio or at the request of the interested party.

#### **4. Admission of candidates**

- 4.1. After the deadline for submitting applications, a list of admitted and excluded candidates will be published in alphabetical order, indicating the number of the identity document or passport, in the manner determined by the seventh additional provision of Organic Law 3/2018, of December 5, of Protection of Personal Data and guarantee of digital rights, and with indication of the causes of exclusion, indicating a period of five business days, counted from the day following the publication of the list, to correct the defect that has led to their exclusion or omission. This list will be published on the Embassy's website <https://www.exteriores.gob.es/Embajadas/tallin/es/Paginas/index.aspx>

Likewise, the place, date and time of the performance of the first exercise of the opposition will be indicated.

- 4.2. Once this period has elapsed, in the event that changes have been made, they will be displayed in the same places and by the same means as the initial lists.

#### **5. Selection committee**

- 5.1. The selection committee for this selection process is the one listed as Appendix IV.
- 5.2. The selection committee, in accordance with Article 14 of the Spanish Constitution, will ensure strict compliance with the principle of equal opportunities for both sexes.

The selection committee will be responsible for considering, verifying and assessing any incidents that may arise in the performance of the exercises, adopting in this respect the reasoned decisions it deems appropriate.

- 5.3. The members of the selection committee must refrain from intervening in the following cases:





- Have a personal interest in the matter in question or in another whose resolution could be influenced by the former; to be a director of an interested company or entity or litigious matter with any interested party.
  - Have a marital bond or a similar de facto situation and blood relationship within the fourth degree or affinity within the second degree with any of the interested parties, with the directors of interested entities or companies involved and also with the advisors, legal representatives or agents that intervene in the procedure, as well as sharing a professional office or being associated with them for advice, representation or mandate.
  - Having close friendship or manifest enmity with any of the persons mentioned in the previous paragraph.
  - Having intervened as an expert or as a witness in the procedure in question.
  - Have a service relationship with a natural or legal person directly interested in the matter, or have provided a professional service relationship of any kind and in any circumstance or place in the last two years.
- 5.4. Likewise, the candidates may recuse the members of the selection committee when the circumstances foreseen in the previous paragraph occur.
- 5.5. For the purposes of communications and other incidents, the selection committee will have its headquarters at the Embassy of Spain in Tallinn, located at Liivalaia Street, 13, 6<sup>th</sup> floor, 10118, Tallinn (Estonia), telephone numbers +372 6676652 and +372 6676653, email address [emb.tallin@maec.es](mailto:emb.tallin@maec.es)

## 6. Selection process

- 6.1. The candidates will be summoned to the practical test in a single call, and those who do not appear will be excluded from the opposition phase.
- 6.2. Once each of the exercises of the opposition phase has been completed, the selection committee will publish, at the place or places where they are held, at the headquarters of the selection committee and on its website, the list of candidates who have reached the minimum score established to pass, with an indication of the score obtained. The place, date and time of the next exercise shall also be indicated.
- 6.3. Once the opposition phase has been completed, the selection committee will publish at the place or places where the opposition phase was held, at the headquarters of the selection committee and on its website, the list containing the candidates who have passed it, indicating the place, date and time of the interview in the competition phase.
- 6.4. Once the interviews have been completed, the selection committee will publish at the place or places where the opposition phase was held, at the headquarters of the selection committee and on its website, the evaluation of the merits of the competition phase, indicating the score obtained in each of the merits, the evaluation of the interview and the total score of the selection process.
- The candidates will have a period of five business days, from the day following the publication of said list, to make the relevant allegations. At the end of this period, the selection committee will publish the list with the definitive evaluation of the selection process.
- 6.5. The selection committee may require, at any time during the selection process, the accreditation of the identity of the applicants. Likewise, if it becomes aware that the candidate does not meet any of the requirements required in the call, after hearing the person concerned, it shall propose his/her exclusion to the convening authority.

## 7. Surpassing the selection process

- 7.1. Once opposition and competition phases have been completed, the President of the selection committee will 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 will be published in the headquarters where the positions announced are located and on its website, as well as in as many places as are considered appropriate, with the first candidates of said list, up to the number of positions announced, having a period of eight business days to present the documentation accrediting the requirements demanded in the call.



- 7.2. The number of contracts shall not exceed the number of positions called for.
- 7.3. Until the contract is not formalized, the candidates will not be entitled to any financial compensation.
- 7.4. The hired candidates must complete a trial period of THREE MONTHS during which they will be evaluated by the Head of Mission.
- 7.5. In the event that any of the candidates does not submit the corresponding documentation within the established period, does not meet the requirements, resigns or the evaluation of the trial period is unfavorable, the position will be awarded to the next candidate in the list to referred to in the paragraph 7.1.
- 7.6. Estonian labor law will apply to this contract.

### 8. Final rule

An appeal for reconsideration may be optionally filed against this call within a month from the day following its publication, before the same committee that issued it or a contentious-administrative appeal within a period of two months. Likewise, the day after its publication, it may be filed before the competent judicial body, in accordance with the provisions of Law 39/2015, of October 1, of the Common Administrative Procedure of 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 it has been expressly resolved or the appeal has been presumptively rejected.



In Tallin, 10 April on 2025.

The Spanish Ambassador

Signed: Guillermo Corral van Damme.



## ANNEX I

### LIST OF VACANCIES

Professional category. Attendant-driver

Number of positions	Required degree	Tasks	Remuneration	Duration of contract
1	.Driving license type B for passenger cars, valid and in force in Estonia	Distribution of correspondence, courier services and works of a similar nature. Keep clear the accesses for vehicles of the Representation, in the Official Residence and in the Chancellery. Maintenance tasks related to the professional category, as assigned by the Head of Mission. Driving the official and service vehicle of the Representation.	15.310,00 EUR full annual (gross) for all concepts.	Indefinite





## **APPENDIX II**

### **DESCRIPTION OF THE SELECTION PROCESS**

The selective process will consist of a opposition phase and a competition phase with the exercises and evaluations detailed below:

#### **OPPOSITION PHASE:**

It will consist of the following qualifying tests:

- 1. Basic test of general knowledge**, which will be carried out by means of a multiple-choice test.  
The test will have 10 questions. Wrong answers or unanswered questions will not be penalized. Each correct answer will be valued with 1 point.  
It will be scored from 0 to 10 points, being necessary a minimum of 5 points to pass to the next test.
- 2. Practical test**, which will consist of driving practice with knowledge of the city of Tallinn and mechanics.  
It will be scored from 0 to 10 points, being necessary a minimum of 5 points to pass to the next test.
- 3. Language test**, which will consist of an oral test in Spanish or English (at the candidate's choice).  
It will be scored from 0 to 10 points, being necessary a minimum of 5 points to pass to the next test.

The score for the opposition phase will be the sum of the points obtained in each of the tests.

**The maximum score for the opposition phase will be 30. The minimum score for the opposition phase will be 15 points.**

#### **COMPETITION PHASE:**

The evaluation of the competition phase will be made only to these candidates who have passed the opposition phase.

The maximum evaluation of the competition phase will be 20 points.

The competition phase will consist of:

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

The following merits will be valued, which must be possessed by the date on which applications are to be submitted:

- 1. Professional merits:** Documented experience in positions of the same or similar category will be valued.

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 or in a private company will be given equal weight.

- 2. Educational merits:**

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

Maximum score: 2,5 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 assessed in the rest of the merits of the competition phase. The interview will not be of an eliminatory nature.

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 opposition phase and the competition phase.

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

1. Highest score obtained in the opposition phase.
2. Highest score obtained in the first exercise.
3. Highest score obtained in the evaluation 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 adopted so that the candidates with disabilities have 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 will be established in terms of time and means for their performance.



### **APPENDIX III**

#### **APPLICATION FOR PARTICIPATION IN THE SELECTIVE PROCESS FOR PERMANENT LABOR PERSONNEL AT THE EMBASSY OF SPAIN IN TALLINN IN THE CATEGORY OF ATTENDANT-DRIVER.**

##### **PERSONAL DATA**

SURNAME(S).....
NAME.....
IDENTITY DOCUMENT OR PASSPORT NUMBER .....
ADDRESS (street, avenue, square) .....
Nº ..... FLAT.....CITY.....
COUNTRY..... PHONE or EMAIL.....
DATE OF BIRTH .....
COUNTRY OF BIRTH .....NATIONALITY.....
DISABILITY .....REQUESTED ADAPTATION.....

##### **PROFESSIONAL DATA**

Current job position (category, seniority, organization, location):
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##### **ACADÉMIC DEGREE**

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##### **PROFESSIONAL MERITS**

Experience in jobs of the same category		
Job title	Company or Public Organization	Period worked (month, days, years)

Experience in a job of a similar category		
Job title	Company or Public Organization	Period worked (month, days, years)

##### **EDUCATIONAL MERITS**

Other degrees or specialties
(Courses, seminars and other useful knowledge for the position)

##### **PERSONAL DATA PROTECTION CLAUSE**

In compliance with Organic Law 3/2018, of December 5, 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 April 27, we inform you that your personal data will be processed by the management center that appears in the call, for the sole purpose of resolving the selective process indicated above, and you may exercise your rights of access, rectification, deletion, limitation and opposition before that same management center. The legitimacy for the treatment 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. These will not be transferred to third parties, except in case of legal obligation, nor will they be transferred to a third country or international organization. You can consult the additional and detailed information on data protection on the website of the Representation.

In....., on..... 20...

(Signature)

Center, Address,  
(point out that set out in point 3.2)





## **APPENDIX IV**

### **SELECTION COMMITTEE**

#### **PRESIDENT:**

Mr. Nicolás Guillermo Merino Cubillo, Deputy Head of Mission of the Embassy of Spain in Tallinn. Diplomatic Corps.

Substitute: Ms. María Rodríguez Villamañe, Chancellor of the Embassy of Spain in Tallinn. Management Corps of the Civil Administration of the State.

#### **SECRETARY**

Ms. María Rodríguez Villamañe, Chancellor of the Embassy of Spain in Tallinn. Management Corps of the Civil Administration of the State.

Substitute: Ms. Carolina del Río Vilchez, Secretary of the Embassy of Spain in Tallinn. Auxiliary General Corps of the Civil Administration of the State.

#### **VOCALS:**

Mr. Jorge Hernández Hernández, Consular Officer of the Embassy of Spain in Tallinn. Labor personnel.

Substitute: Ms. Helene Ojamäe, Assistant Translator of the Embassy of Spain in Tallinn. Labor personnel.