

**REQUEST FOR APPLICATIONS FOR AN INTERIM PERIOD EMPLOYMENT AT
THE ECONOMIC AND COMMERCIAL OFFICE OF SPAIN IN KUALA LUMPUR,
MALAYSIA UNDER THE CATEGORY OF DRIVER cum OFFICE ASSISTANT**

DISCLAIMER:

Kindly take note that official version of this Request for Applications is the Spanish Version. The English translation is solely for information. In case of any error or omission, the Official Spanish version is the sole document of legal reference.

Taking into account the provisions of the Resolution of the Secretariat of State for Public Administrations, of 18 February 2015, which establishes criteria for the selection of personnel working abroad, it is agreed to convene a selection process in accordance with the following

TERMS OF REFERENCE

1. General rules

- 1.1. A selection process is being offered for 1 vacancy in the category of Driver cum Office Assistant through a selection process.

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

- 1.2. The selection process will be carried out by the means of a selection and opposition system, with the evaluations, interviews and scores specified in Annex II. The interviews will be carried out at the address of the office for this vacancy, located at the address in 1.4.

The initial selection phase is scheduled to take place during the first quarter of the year 2020.

- 1.3. Once the selection process has concluded, the shortlisted candidate who has demonstrated that he/she meets the requirements, will be given the job offer.

- 1.4. The complete terms and conditions of the this vacancy will be published on the notice board of the office where the position is located, in the Economic and Commercial Office of Spain in Kuala Lumpur, 20th Floor, Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur through the network and in the websites of the convening authority and the general access point www.administracion.gob.es, as well as in the general communication media determined by the same.

2. Candidate requirements

- 2.1. In order to be shortlisted, candidates must meet the following requirements until the time of signing the employment contract:

2.1.1. Age: Be at least 16 years old and not exceed the maximum retirement age.

2.1.2. Qualification: Level of training equivalent to Primary Education, School Certificate or accreditation of the years attended and the qualifications obtained in Compulsory Secondary Education as well as a valid Driving License in Malaysia.

2.1.3. Functional Compatibility: Possess the functional capacity to carry out the tasks of the position that is advertised. For his justification, the selected candidate must provide a self- declaration, reference to Annex VI attached to this position, and the successful candidate has to be certified fit for the position by a medical doctor via a **medical certificate**.

- 2.1.4. Qualification: Not having been discharged 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 being in absolute or special disqualification from public employment or posts by judicial resolution or from exercising functions similar to those they perform in the case of employee, in which they have been discharged or disqualified. If you are a national of another State, you are not disqualified or in an equivalent situation, nor have you been subjected to disciplinary or equivalent sanctions that prevent, in your State, on the same terms, access to public employment. For justification, the candidate proposed for recruitment must provide Annexes V and VII attached to this application.
- 2.2. Non-Malaysian candidates must be in possession of the appropriate Malaysian residence and work permit or authorization at the time of commencement of service, which must be maintained for the duration of the employment relationship.

3. Applications

- 3.1. Those who wish to participate in these selection process must fill out the form that appears as Annex III to this request for applications, which will be available at the Economic and Commercial Office of Spain in Kuala Lumpur, 20th Floor, Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur, as well as at the Chancellery of the Embassy of Spain in Kuala Lumpur, Office Suite E-12-02 Level 12, East Wing, The Icon, No. 1 Jalan 1/68F (Off Jalan Tun Razak), 50400 Kuala Lumpur

Applications should be submitted at the Economic and Commercial Office of Spain in Kuala Lumpur, 20th Floor, Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur, as well as at the Chancellery of the Embassy of Spain in Kuala Lumpur, Office Suite E-12-02 Level 12, East Wing, The Icon, No. 1 Jalan 1/68F (Off Jalan Tun Razak), 50400 Kuala Lumpur in accordance with the procedure established in the legislation in force within 10 working days from the day following the date of publication of this Request for applications and should be addressed to the Head of the Economic and Commercial Office of the Embassy of Spain in Kuala Lumpur 20th Floor, Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur.

Applications may be submitted telematically through the General Electronic Registry of the General State Administration: <https://administracion.gob.es>. The Economic and Commercial Office of the Embassy of Spain in Kuala Lumpur is the recipient of these applications.

Applications submitted by post must be registered at the post office by the deadline stated and have an entry stamp on the application form (Annex III). An ordinary postmark or a postal payment receipt will not be accepted as proof of timely submission.

If the application is submitted by post or in a public register other than that of this Office, it is recommended that the application be forwarded by e-mail sent to kualalumpur@comercio.mineco.es, including a scanned copy of Annex III with the corresponding entry stamp and the Identity Card or Passport. However, this route does not eliminate the obligation to present and register the application in the timely manner required in accordance with the provisions of the legislation in force.

Failure to submit the application in the manner required and in a timely manner will result in the exclusion of the applicant.

- 3.2. The application will be accompanied by a copy:
- Photocopy of Identity Card or Passport.
 - Candidate's Curriculum Vitae
 - Documentation accrediting the supporting documentations and the merits that the candidate wishes to be assessed at the selection phase stage.

Failure to submit the above-mentioned documentation will result in the exclusion of the candidate.

- 3.3. Errors of fact, material or arithmetic, that could be noticed in the application may be corrected at any time by the selection committee or at the request of the person concerned.

4. Admission of candidates

- 4.1. After the closing date for the submission of applications, the Selection committee shall publish the first list of shortlisted candidates and unsuccessful candidates in alphabetical order and indicating the reasons for exclusion and the number of their identity card or passport, indicating a period of five working days from the day following the publication of the list to remedy the mistakes that led to their exclusion or omission. This remedial list will be published, at least, on the notice board of the Economic and Commercial Office of Spain in Kuala Lumpur, 20th Floor, Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur where the vacancy is located, as well as in the website of Economic and Commercial Office of Spain in Kuala Lumpur.

The place, date and time of the interview selection process shall also be indicated.

- 4.2. At the end of this period, in the event that modifications have been made, these will be published and displayed in the same place and in the website of the Economic and Commercial Office of Spain in Kuala Lumpur.

5. Selection Committee

- 5.1. The selection committee for this selection process is the one listed in Annex IV.

The selection committee may have Advisors for the evaluations of the interviews.

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

The selection committee shall be responsible for considering, verifying and assessing any incidents that may arise during the course of the selection process, and shall take such reasoned decisions as it considers 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 in whose resolution the former's interest could influence; be a director of a company or entity concerned, or have a dispute with an interested party.
- To have a marital or similar de facto relationship and a blood relationship within the fourth degree or an affinity within the second degree, with any of the interested parties, with the directors of the entities or companies concerned 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 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 concerned.
- Have a service relationship with a natural or legal person directly interested in the matter, or have provided him or her in the last two years with professional services of any kind and in any circumstance or place.

- 5.4. Candidates may also challenge the members of the selection committee in the circumstances set out in the previous paragraph.
- 5.5. For the purposes of communications and other incidents, the Selection Committee will have its headquarters in the Economic and Commercial Office of Spain in Kuala Lumpur, 20th Floor, Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur, telephone +60321487300 and email kualalumpur@comercio.mineco.es.

6. Selection process

- 6.1. The Selection Committee shall publish in the Economic and Commercial Office of Spain in Kuala Lumpur, 20th Floor, Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur or places and on the website of Economic and Commercial Office of Spain in Kuala Lumpur, where the lists of shortlisted candidates were displayed and at the headquarters of the Selection Committee, the list containing the provisional evaluation of the merits of the selection phase, with an indication of the score obtained on each merit and the total. Candidates shall have a period of five working days from the date following the publish of the list to make any relevant representations. Once this period has expired, the Selection Committee will publish the report on the final assessment of the second phase.
- 6.2. Candidates will be called to the exercise in a single public list, and those who do not appear will be excluded from the interview.
- 6.3. After each phase of the selection process has been completed, the Selection Committee from the Headquarters shall publish the list of candidates who have obtained the minimum scores for passing the selection process, with an indication of the score obtained, on the notice board of office and in the website of the Economic and Commercial Office of Spain in Kuala Lumpur, 20th Floor, Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur.
- 6.4. The Selection Committee may require, at any time during the selection process, accreditation of the identity of the candidates. Likewise, if it becomes known that any of the candidates does not meet any of the requirements set out in the selection process, after hearing the interested party, the Selection Committee must propose their exclusion to the convening authority.

7. Passing the selection process

- 7.1. Once the selection and opposition phases are completed, the President of the Selection Committee will submit to the convening authority the list of applicants who have obtained at least the minimum scores required to pass the selection process.

This list will be published in the Centre where the place for the vacancy is located, and where considered appropriate, with the first candidate in this list, having a period of **eight** working days to present the documentation accrediting the requirements demanded in the selection process for candidate.
- 7.2. No more contracts may be concluded other than the number of vacancies advertised. A person may not be recruited by way of temporary employment if he/she has already been temporarily employed under any form of contract, whether for the same or a different position, at the same Office, or after at least 30 months have elapsed since the end of the last such contract.

Exception from this limitation is that provided in Article 7.5. for successive temporary contracts to replace the same worker, derived from the same selection process, under the conditions established in the aforementioned article.
- 7.3. Until the contract is formalized, the candidate will not be entitled to any remuneration benefits.
- 7.4. If any of the candidate fails to submit the relevant documentation by the deadline, does not meet the requirements, resigns or the evaluation of the probationary period is unfavorable, the position may be given to the next candidate on the list referred to in point 7.1.

- 7.5. The employment legislation of Malaysia will be applicable to this contract, as well as the current updated Agreement on working conditions of the employee that provides services abroad in the service of the General State Administration and its Autonomous Organisations, published in the Official State Bulletin dated 08.02.2008.
- 7.6. In the event that, as a consequence of the scores of the candidates, the hiring of the candidate derives from the application of the 3rd criterion of tie-breaking in application of the provisions of article 60 of Law 2/2014, the contract signed by the candidate will be subjected to the resolatory condition contained in the aforementioned legal provision, a condition that must be stated in the contract.

8. Final Rule

An appeal for this selection process may be lodged within one month from the publication by the selection committee that issues it, or an appeal for judicial review within two months from the day following its publication with the competent judicial body, in accordance with the provisions of Law 39/2015 of 1 October on Common Administrative Procedure for Public Administrations and Law 29/1.998, of 13 July, regulating the Contentious-Administrative Jurisdiction, meaning that in the event of an appeal for reversal, a contentious-administrative appeal may not be lodged until it is expressly resolved or the alleged rejection of the appeal has taken place.

In Kuala Lumpur on 09 March 2020

THE UNDERSECRETARY

P.S. THE ECONOMIC AND COMMERCIAL COUNSELLOR

Order ICT/42/2019, 21.01.2019 (BOE 24.01.2019)

Signed: Inés Gloria Pérez-Durántez Bayona

ANNEX I

VACANCIES:

Professional Category: DRIVER CUM OFFICE ASSISTANT

No. of places	Qualification required	Functions	Remuneration	Duration of the contract
1	<p>Level of training equivalent to Primary Education, Schooling Certificate or accreditation of the years attended and the qualifications obtained in Compulsory Secondary Education as well as valid Driving License in Malaysia.</p>	<p>Driving and maintenance functions of the official vehicle.</p> <p>Necessary subordinate functions for the Office such as: filing, photocopying, public attention, messenger service, telephone operator, messenger service filing, as well as those activities related to its category that are entrusted to it by its superiors in the Commercial Office.</p> <p>Within this framework of activities, the specific functions entrusted to it may vary in subsequent periods whenever the service requires it.</p>	<p>The gross annual remuneration shall include all items, including, where appropriate, extraordinary payments and/or specific payments provided for in local regulations, which are USD 11700 per year. The remuneration received would be proportional to the months worked.</p>	<p>As long as the position is reserved for the Driver cum Office Assistant who is on medical leave.</p>

ANNEX II

DESCRIPTION OF THE SELECTION PROCESS

The selection process will consist of a selection phase and an Opposition phase with the interviews detailed below:

1.- Selection phase

This phase will be of an eliminatory nature.

The following merits will be assessed up to a maximum of 10 points, to be held at the closing date for submission of applications

- **Professional merits:**

Experience in positions of the same or similar category/functions, with documentary evidence, will be valued.

Maximum score: up to 8 points

Score form up to 0.66 points for each full month of experience.

- **Formative merits:**

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

Maximum score: 2 points.

The selection body will determine the minimum score required to pass this stage.

2.- Opposition Phase

Only candidates who have passed the selection process will be admitted to this phase.

It will consist of the following elimination tests:

It will consist of a personal interview in English, Bahasa and/or Spanish, aimed at clarifying, among other aspects, the merits claimed by the candidate, regarding professional experience and training and the suitability of the candidate for the position.

It will be evaluated from 0 to 10 points, with a minimum of 5 points required to pass it.

The final score will be determined by the sum of the scores obtained in the selection process of phase and the Opposition phase.

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

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

Measures will be taken to ensure that disabled candidates enjoy similar conditions as other candidates when carrying out the exercises. In this sense, for those candidates with disabilities who so stated in their application, the possible adaptations in time and means for their realization will be established.

ANNEX III

APPLICATION TO PARTICIPATE IN THE SELECTION PROCESS FOR AN INTERIM EMPLOYEE AT THE ECONOMIC AND COMMERCIAL OFFICE OF SPAIN IN KUALA LUMPUR WITH THE CATEGORY OF DRIVER CUM OFFICE ASSISTANT

(By signing this application, I declare that I accept that my data will be published in various media and on the Internet, linked to the selection process of which they are a part and the public transparency that it entails).

INDIVIDUAL DATA

SURNAME.....
NAME.....
No. of ID or Passport.....
ADDRESS (street, avenue, square.....)
NO..... FLOOR.....LOCATION.....
COUNTRY..... PHONE and/or EMAIL.....
DATE OF BIRTH.....
COUNTRY OF BIRTH..... NATIONALITY.....
HANDICAP..... ADAPTATION REQUIRED.....

PROFESSIONAL DATA

Current job (category, seniority, organization, location):

ACADEMIC QUALIFICATIONS

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PROFESSIONAL MERITS

Experience in the same category		
Job Title	Company or Public Organisation	Period worked (months, days, years)
Experience in similar jobs		
Job Title	Company or Public Organisation	Period worked (months, days, years)

EDUCATIONAL MERITS

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

In..... a..... of 20...

(Signature)

To the attention of: THE ECONOMIC AND COMMERCIAL OFFICE OF SPAIN IN KUALA LUMPUR

ANNEX IV

SELECTION COMMITTEE

PRESIDENT:

Ms. Inés Pérez-Durántez Bayona
Economic and Commercial Counsellor, Head of the Economic and Commercial Office of Spain in Kuala Lumpur.
Superior Body of Trade Experts and Economists of the State.

ALTERNATE:

Airam Javier Ramos Silva.
Chancellor, Spanish Embassy in Malaysia.
Technical Body of the Treasury.

SECRETARY:

Alex Foo Nee Seong.
Economic and Commercial Office of Spain in Kuala Lumpur
Trade Analyst (Employee).

ALTERNATE:

Julian Murillo Gomez.
Officer. Spanish Embassy in Malaysia

APPOINTED MEMBER OF THE COMMITTEE:

Mina Haymara Perez Carrillo.
Economic and Commercial Office of Spain in Kuala Lumpur
Administrative Accounting (Employee).

ALTERNATE:

Carolina Londoño Molina.
Spanish Embassy in Malaysia.
Administrative Assistant (Employee).

ANNEX V

Sir/Madamwith
Identity card numberand address in

....., declares under oath or promises,
for the purpose of being hired as an interim employee, according to the employment
and labour legislation of Malaysia in the category of DRIVER CUM OFFICE
ASSISTANT in the Economic and Commercial Office of Spain in the Economic and
Commercial Office of Spain in Kuala Lumpur.

- That, in accordance with the Spanish regulations on access to public employment,
they have not been discharged 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 have they been absolutely or specifically disqualified
from public employment or posts by court order, or from performing functions similar
to those they performed in the case of employment personnel, in which they have been
discharged or disqualified.)

-who is also not disqualified or in an equivalent position, nor has he been subjected to
any disciplinary or equivalent sanction that would prevent him in Malaysia *and (in the
case of his nationality)..... on the same or similar terms, access to public employment.*

Intoof

(Signature)

ANNEX VI

Sir/Madamwith Identity

Card numberand address in

....., declares under oath or promises, for the purpose of being hired as an interim employed personnel, according to the employment and labour legislation of Malaysia in the category of Driver cum Office Assistant in the Economic and Commercial Office of Spain in Kuala Lumpur, that he/she does not suffer from any illness or physical or psychological limitations incompatible with the normal performance of the corresponding tasks or functions

Inon.....of of

(Signature)

ANNEX VII

DECLARATION OF NON-INCOMPATIBILITY

The undersigned

SURNAME:

NAME:

DNI /Identification number:

For the purposes of his employment in the category of Driver cum Office Assistant at the Spanish Economic and Commercial Office in Kuala Lumpur.

DECLARES:

- 1) For the purposes provided for in the Spanish regulations on incompatibilities, which are applicable to it (Law 53/1984 of 26 December on incompatibilities of personnel in the service of public administrations, Royal Decree 598/1985 of 30 April, and complementary regulations),

-That he/she is aware of the above-mentioned regulations, and that he does not hold any position or activity in the public sector or carry out private activities that are incompatible or require recognition of compatibility.

-That he/she does not receive a retirement, retirement or orphan's pension from passive rights or from any public and obligatory social security system that is incompatible for the purposes of this Law or, being compatible, that provides for recognition of its compatibility.

- 2) For the purposes of the local incompatibility rules, he/she is not in any situation that prevents him/her from being hired to provide services in the aforementioned Economic and Commercial Office in Kuala Lumpur.
- 3) That he/she undertakes to comply with the regulations in force regarding incompatibilities throughout the period of his/her employment with the Spanish Economic and Commercial Office in Kuala Lumpur.

In on of of

(Signature)