



CALL FOR APPLICATIONS FOR ENTRY AS PERMANENT STAFF AT THE GENERAL CONSULATE OF SPAIN IN MELBOURNE WITH THE CATEGORY OF ORDERLY-DRIVER.

Taking into account, where 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 staff abroad, it is agreed to convene a selection process in accordance with the following:

CALL FOR APPLICATIONS

1. General rules

- 1.1. A selection process is announced to fill 1 position in the category of Orderly-Driver through the system of free access.

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

- 1.2. The selection process will be carried out through a competitive examination system, with the following assessments, exercises and scores that are specified in Annex II.
- 1.3. Once the selection process is completed, the selected candidates who have demonstrated compliance with the required qualifications, up to the maximum number of places available, will be formally notified accordingly. 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 notice board of this Consular Office in Suite 3, Level 7, 564 St Kilda Road, Melbourne, Victoria 3004 and on the website of this representation: <https://www.exteriores.gob.es/Consulados/melbourne/es/Paginas/index.aspx>

2. Candidate Requirements

- 2.1. To be admitted to the selection process, applicants must possess the following participation requirements on the closing date for applications and maintain them until the formalization of the employment contract:
- 2.1.1. Age: Be at least 16 years old and not exceed the maximum retirement age in your case.
- 2.1.2. Other: Be in possession of the corresponding valid driving licence, valid in Australia.
- 2.1.3. Functional compatibility: Possessing the functional capacity to perform the tasks required of the positions that are being advertised.
- 2.1.4. Qualification: Not having been dismissed from the service of any of the Public Administrations or the constitutional or statutory bodies of the autonomous communities through disciplinary proceedings, nor being in absolute or special disqualification for public employment or positions by judicial resolution, or to perform functions similar to those performed in the case of the employment staff, in which they have been dismissed or disqualified.
In the case of being a national of another State, not to be disqualified or in an equivalent situation nor to have been subject to a disciplinary or equivalent sanction that prevents, in his State, in the same terms, access to public employment.
- 2.2. Non-Australian candidates must hold the appropriate Australian residence and work permit or authorization on the date the services commence. In any case, the contract will terminate on the day the employee ceases to hold the appropriate residence and work permit or authorization.

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 notice board of this Consular Office in Suite 3, Level 7, 564 St Kilda Road, Melbourne, Victoria 3004 and on the website of this representation: <https://www.exteriores.gob.es/Consulados/melbourne/es/Paginas/index.aspx>



- 3.2. Applications must be submitted electronically to the Consulate General of Spain in Melbourne, without prejudice to the provisions of Article 16.4 of Law 39/2015 of October 1, on Common Administrative Procedure of Public Administrations, with the last day of the deadline being August 28, 2026, and must be addressed to the following address of the GEISER electronic registry, General Registry of the Consulate General of Spain in Melbourne, code 000006241.

Centre Address: Suite 3, Level 7, 564 St Kilda Road, Melbourne, Victoria 3004 Victoria, Australia.

Mailing Address: PO BOX 6202 3004 MELBOURNE.

Applications may be submitted electronically through the General Electronic Registry 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 (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 to a public registry other than that of this Representation, it is recommended that it be submitted in advance by email to the following address: cog.melbourne@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 Document or Passport.
- Copy of the Driving License, valid in Australia.
- Curriculum vitae of the candidate.
- Supporting documentation for the merits that the applicant wishes to have assessed in the phase of contest.

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

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

- 3.4. Factual, material or arithmetic errors that may be noticed in the application may be corrected at any time, either on its own initiative or at the request of the interested party.

4. Admission of applicants

- 4.1. Once the application period has expired, the list of admitted and excluded applicants will be published in alphabetical order, indicating their identity document or passport number. In accordance with the provisions of the seventh additional provision of Organic Law 3/2018, of December 5, on the Protection of Personal Data and Guarantee of Digital Rights, and indicating the reasons for exclusion, a period of five working days, starting from the day after the publication of the list, will be granted to rectify the defect that led to their exclusion or omission. This list will be published on the notice board of the Consulate General of Spain in Melbourne and on its website: <https://www.exteriores.gob.es/Consulados/melbourne/es/Paginas/index.aspx>. The place, date, and time of the first examination will also be indicated.
- 4.2. After this period, if any modifications have occurred, they will be explained in the same places and media as the initial relationships.

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 between both sexes.



The selection body will be responsible for considering, verifying and assessing any incidents that may arise during the exercises, adopting the reasoned decisions it deems appropriate.

5.3. Members of the selection body must refrain from intervening in the following cases:

- Having a personal interest in the matter in question or in another matter whose resolution could influence the resolution of the former; being an administrator of a company or entity with an interest in the matter; or having a litigious issue with someone interested.
- Having a marital or similar de facto relationship and a blood relationship within the fourth degree or affinity within the second degree, with any of the interested parties, with the administrators of interested entities or companies and also with the advisors, legal representatives or agents involved in the procedure, as well as sharing a professional office or being associated with them for advice, representation or agency.
- To have a close friendship or open enmity with any of the people mentioned in the previous section.
- To have participated as an expert or as a witness in the proceedings in question.
- Having a service relationship with a natural or legal person directly interested in the matter, or having provided professional services of any kind in any circumstance or place in the last two years.

5.4. Likewise, applicants may challenge the members of the selection committee when they concur the circumstances foreseen in the previous paragraph.

5.5. For the purposes of communications and other matters, the selection committee will be based at the Consulate General of Spain in Melbourne, Suite 3, Level 7, 564 St Kilda Road, Melbourne Victoria 3004. Telephone +61 3 9347 1966. Email address cog.melbourne@maec.es.

6. Development of the selection process

- 6.1. Candidates will be summoned to the exercise in a single call, and those who do not appear will be excluded from the competitive phase.
- 6.2. Once each exercise in the competitive examination phase has been completed, the selection panel will publish, at the location(s) where it was held, at the panel's headquarters, and on its website, the list of candidates who have achieved the minimum score required to pass, indicating the score obtained. The location, date, and time of the next exercise will also be indicated.
- 6.3. Once the competitive examination phase has ended, the selection body will publish the list containing the results at the place or places where the competitive examination phase was held, at the headquarters of the selection body and on its website. the applicants who have passed it, indicating the place, date and time of the interview in the competitive phase.
- 6.4. Once the interviews are completed, the selection body will publish the evaluation of the merits of the competitive phase at the place or places where the competitive phase was held, at the headquarters of the selection body and on its website, indicating the score obtained in each of the merits, the evaluation of the interview and the total score of the selection process.

Applicants will have five working days, starting the day after the publication of this list, to submit any relevant appeals. 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 proof of identity from applicants. Likewise, if it becomes aware that any applicant does not meet any of the requirements stipulated in the call for applications, it must, after giving the applicant a hearing, propose their exclusion to the convening authority.

7. Passing the selection process

- 7.1. Once the competitive examination and merit-based assessment phases have been completed, the President of the selection body will 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 published at the Center where the advertised positions are located and on its website, as well as in any other places deemed appropriate, and the first applicants on this list, up to the number of positions advertised, will have a period of eight working days to submit the documentation proving compliance with the requirements demanded in the call.

- 7.2. No more contracts may be awarded than the number of jobs advertised.
- 7.3. Until the contract is formalized, the applicants will not be entitled to any financial compensation.
- 7.4. Successful applicants will be required to complete a three-month probationary period during which they will be evaluated by the head of the destination unit.
- 7.5. In the event that any of the candidates does not submit the corresponding documentation within the established period, does not meet the required requirements, resigns during the probationary period or the evaluation of the probationary period is unfavorable, the position will be awarded to the next candidate on the list referred to in section 7.1.
- 7.6. This contract will be subject to Australian labor law.

8. Final Standard

Appeals against this call for applications may be lodged with the Social Courts of Madrid within two months from the day following its publication, in accordance with the provisions of Article 6.2 of Law 36/2011, of October 10, regulating social jurisdiction.

In Melbourne, on August 7, 2026



ANEXO I				
RELACIÓN DE PLAZAS				
Categoría Profesional: Ordenanza- Chófer				
Nº de plazas	Titulación requerida	Funciones	Retribución	Duración del contrato
1	Permiso de conducir en vigor y válido en Australia	Conducción, mantenimiento, supervisión de reparaciones y limpieza de vehículos. Recepción. Atención a la centralita telefónica y distribución de llamadas. Organización del almacen y archivo, transporte y colocación de paquetes, enseres y material diverso. Efectuar encargos y recados fuera del Consulado: banco, pequeñas compras etc. Recogida y distribución de correspondencia, mensajería. Apoyo administrativo: realización de fotocopias, faxes, enrobado, etc. Pequeñas reparaciones y supervisión del buen estado de las oficinas. Y en general, todas aquellas relacionadas con su categoría que le sean encomendadas por el Jefe de la Oficina Consular o persona que le sustituya.	55.651,75 AUD anuales íntegros por todos los conceptos.	Indefinido



ANNEX II

DESCRIPTION OF THE SELECTION PROCESS

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

OPPOSITION PHASE:

It will consist of the following elimination rounds:

1. Basic general knowledge test, which will be carried out using the multiple-choice test procedure.

The questionnaire will have 20 questions. There will be no penalty for incorrect or unanswered questions. Each correct answer will be worth 0.5 points.

The test will be scored from 0 to 10 points, with a minimum of 5 points required to move on to the next test.

2. Practical test, which will consist of solving a practical case related to the duties of the position as listed in Annex I of the call for applications. The test will include driving practice and knowledge of the city and mechanics.

The test will be scored from 0 to 10 points, with a minimum of 5 points required to move on to the next test.

3. Language test, which will be carried out orally and will consist of having a conversation on a general or current affairs topic in English and Spanish

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

The grade for the competitive examination phase will be the sum of the grades obtained in each of the tests.

The maximum score for the competitive examination phase will be 30. The minimum score for the competitive examination phase will be 15.

COMPETITION PHASE

The evaluation of the competition phase will only be carried out on candidates who have passed the opposition phase.

The maximum score for 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 considered, and must be held by the application deadline:

1. Professional merits: Experience in positions of equal or similar category, duly accredited, will be valued. documentarily.

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 will be given the same score as having held a position in the private sector.

2. Educational merits:

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

Maximum score: 2.5 points.



B. Interview: This will consist of a personal interview aimed at clarifying, among other aspects, the merits claimed by the applicant and their professional qualifications for the job. The interview may not be eliminatory.

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 competitive examination phase and the merit-based assessment phase.

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

1. Highest score obtained in the opposition phase.
2. Highest score obtained in the first exercise.
3. Highest score obtained in the assessment 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 taken to ensure that applicants with disabilities enjoy the same conditions as all other applicants when taking the exams. In this regard, for applicants with disabilities who indicate this in their application, all possible adjustments will be made to the time and resources available for taking the exams.



ANNEX III
APPLICATION FOR PARTICIPATION IN THE SELECTION PROCESS FOR EMPLOYEES
TEMPORARY AT THE CONSULATE GENERAL OF SPAIN IN MELBOURNE WITH THE
CATEGORY OF ORDINANCE-DRIVER

PERSONAL DATA

SURNAME.....
NAME.....
ID OR PASSPORT NUMBER.....
ADDRESS (street, avenue, square)
No. FLOOR.....CITY.....
COUNTRY..... TELEPHONE and/or EMAIL.....
DATE OF BIRTH.....
COUNTRY OF BIRTH.....NATIONALITY.....
DISABILITY..... REQUESTED ADAPTATION.....

PROFESSIONAL DATA

Current job title (category, seniority, organization, location):
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ACADEMIC QUALIFICATION

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PROFESSIONAL MERITS

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

EDUCATIONAL MERITS

Other qualifications or specializations
(Courses, Seminars and other knowledge useful for the position)

PERSONAL DATA PROTECTION CLAUSE

In compliance with Organic Law 3/2018, of December 5, on the Protection of Personal Data and the guarantee of digital rights, and Regulation (EU) 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 indicated in the call for applications for the sole purpose of resolving the aforementioned selection process. You may exercise your rights of access, rectification, erasure, restriction of processing, and objection before this same managing center. The legal basis for processing your data is compliance with 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 transferred to third parties, except in cases of legal obligation, nor will it be transferred to a third country or international organization. Consult the Representation's website for additional and detailed information on data protection.

In....., on the.....of of 2026

(Signature)

Center, Address,
Consulate General of Spain in Melbourne. 564 St Kilda Road, Level 7, suite 3 3004 Melbourne, Australia.



ANNEX IV

SELECTION BODY

PRESIDENT:

Head Enrique Criado Navamuel, Consul General.

Alternate Juan Bautista García Lozano, Chancellor.

SECRETARY:

Head Juan Bautista García Lozano, Chancellor.

Alternate Lidia Blanco Olivares, Officer.

VOWELS:

Paula Tamarit Peris, Head, Assistant .

Alternate María de la Sierra Muñoz Manosalvas, Assistant.