

**RED MUNDIAL DE CIUDADES MAGALLÁNICAS
REDE MUNDIAL DE CIDADES MAGALHÂNICAS
GLOBAL NETWORK MAGELLAN CITIES**

**TERMS AND CONDITIONS FOR THE CALL FOR CANDIDATES FOR THE
SELECTION OF THE SECRETARY GENERAL**

1.- PURPOSE OF THE CALL FOR CANDIDATES

This document contains the rules & regulations and the selection procedure for contracting the Secretary General for the Global Network Magellan Cities. It is a non-profit-making association, governed by the Right to Association, which is transnational in nature and operates on an international basis. Its purposes are regulated by Article 6 of its own Articles of Association.

2.- CHARACTERISTICS OF THE POST OFFERED

Definition and functions of the post

The Deputy Secretary General will take on as many functions as are assigned or delegated to him by the Secretary General, as well as those functions that involve supporting the Secretary General's own functions, all as part of the functions indicated in Article 29 of the Articles of Association that, expressly, are indicated as the following functions:

- Preparing the notifications for the annual encounters.
- Supporting the Network Encounters on logistics and contents.
- Coordinating and developing all the activities and events that stem from the purposes of the Network members and the agreements reached by them.
- Acting in the capacity of Secretary at the meetings of the General Assembly, as well as the meetings of the Governing Body, being responsible for drawing up and signing the Minutes and sending them to all the Network Members.
- Effectively managing, administering and performing the tasks involved in whatever projects, activities and events the Global Network Magellan Cities carries out in any of its spheres of interest.
- Keeping and safeguarding the Minutes Books and the Members' Register, keeping a record of the registrations and de-registrations that there might be.
- Acting in the capacity of Network Treasurer, for the purpose of which he/she shall collect and look after the funds belonging to the Network and comply with the payment orders issued by the Governing Body.
- Performing ordinary tasks that the Governing Body delegates to him/her.
- Performing any other task that the Governing Body might entrust him/her with.

Salary:

Fifty thousand EUROS (€ 50,000) gross per year, divided into twelve (12) payments.

Other aspects:

The occupational relationship will be for individual works and service and will be associated with the time that Seville holds the Presidency of the Global Network Magellan Cities.

3.- REQUIREMENTS FOR THE CANDIDATES

The requirements for admission to carry out the selective tests are:

General

- To have one or more of the following qualifications:
 - Diploma or Degree in Tourism or Finances,
 - Qualification as Technician in Firms involved in Tourist Activities, in at least two languages.
- To have accredited training in the following subjects:
 - Senior Management Training.
 - Management of working teams or Human Resources.
 - Data protection.
 - Courses accredited in at least two languages in addition to the mother tongue.
 - Financial management.
 - More than 3 tourism management courses.
- Not having been separated, by a disciplinary inquiry or hearing, from any public administration or its bodies, departments, firms, companies, trusts or any other employers dependent upon or associated with the public administrations or public sector institutions. The candidates who are not Spanish must not have been subjected to a disciplinary penalty or prison sentence that prevents them, in that status, from obtaining jobs in the public sector.
- Not affected by any of the incompatibilities indicated in the legislation currently in force. To be specific, he/she shall comply with the provisions contained in Ley 53/1984 dated 26th December, the Public Administrations Personnel Incompatibilities Act.
- Not be suffering from any illness or affected by any physical or mental impediment that is incompatible with the functions inherent to the posts that are the subject of the call for candidates.

Specific

- Must be at least 18 years of age.
- Must be the holder of a Type B driving licence

- Minimum studies/qualifications: as indicated above.
- Employment experience:
 - Must be able to accredit a minimum of 2 years' experience in posts involving responsibility within the Public Sector.
 - Must be able to accredit a minimum of 5 years' experience in posts involving responsibility within the Tourism Sector.

Having knowingly incurred in the falsification of documentation / information requested will constitute grounds for disqualification from taking part in the call for candidates.

4.- APPLICATION TO TAKE PART IN THE TESTS

Application Form

Whoever wishes to take part in these selectivity tests, shall download the application form from the Global Network Magellan Cities or apply for it in writing to the following email address: redmundialmagallanica@gmail.com

Place and deadline for submitting applications

The admission period for applications will run from 27th February 2020 until 10th March 2020. The application forms shall be submitted duly filled in via the transparency portal platform of the Global Network Magellan Cities website www.redmundialmagallanica.org.

Any application submitted beyond the acceptance period will be automatically excluded from the selection process.

5.- ACCREDITING DOCUMENTATION TO BE SUBMITTED

The following documentation shall be submitted with the application:

- Application form filled in and signed.
- Updated Curriculum Vitae.
- Photocopy of the document accrediting the identity of the applicant. If the applicant is of foreign nationality, a photocopy of the passport, work permit and residency.
- Photocopy of the qualification required in the call for candidates, issued by the empowered body, or accreditation of the convalidation or approval concerned, issued by that ministry in the way stipulated by the applicable legal framework.

No application will be accepted unless it is accompanied by the aforementioned documentation. A lack of truthfulness in the conditions and alleged qualifications will be considered grounds for automatic exclusion.

Documentation accrediting employment experience

Professional experience as an employed person or a self-employed person shall be accredited by means of an updated report on the candidate's professional background, employment contracts or any official document that makes it possible to accredit the truthfulness of the data submitted.

Documentation accrediting further training

Training received

- Name of the course, specifying the year concerned.
- Centre, body or institution that issued it (the centre, body or institution must be sufficiently accredited).
- Description of the course/syllabus.
- Number of theoretical and practical hours.

6.- ADMISSION OF CANDIDATES

Once the application admission period has ended and in the light of the data indicated by the candidates, the list of persons admitted and excluded will be published on the RMCM website www.redmundialmagallanica.org and sent by email; the reasons for any exclusions will be duly justified.

Any excluded candidates may present allegations and/or rectify the reasons for exclusion within a period of THREE (3) working days as from the aforementioned publication date.

Any candidates who within the indicated period fail to rectify the reasons for their exclusion, will be finally excluded.

7.- ASSESSMENT TRIBUNAL

An Assessment Tribunal has been established to set this competition in motion. Its function will be to supervise the process.

The tribunal will be made up of the following:

RMCM SECRETARY GENERAL....

VICE-PRESIDENT AMERICA.....

NETWORK PRESIDENT

Stand-in member for cases of recusal or disqualification: VICE-PRESIDENT EUROPE

In the event of any of the members of the tribunal being a relative up to the fourth degree of consanguinity or affinity, friendship or enmity - either directly or indirectly - with any of the candidates submitted, his/her withdrawal will have to take effect as from the moment that the final list of those admitted for the tests is known. If the withdrawal or recusal of any person who have such a relationship does not take place, that/those person(s) may be withdrawn from office at the request of any interested party, as long as the vote in favour is received from 3/5 of the members of the tribunal, and the person to occupy that place on the tribunal will be appointed.

The decisions will be adopted by majority of votes. In the event of a tie, the person acting as chairperson will cast his/her vote. In view of the nature of the personal data about the candidates that are provided for the exercises and tests that are corrected and assessed by the Tribunal, none of its members may make public, in any way whatsoever, his/her deliberations; all the agreements that are reached will be shown in the various Minutes that will be taken down for each meeting if the Tribunal and signed by all the members that have participated in the session concerned.

The Tribunal will be empowered to deal with any of the following: any doubts that might arise when applying the rules and regulations; to reach decisions regarding any matter not envisaged in them; to set further tests in addition to those that appear in the call for candidates in the event of there being a tie in the final scores between candidates; and to request the technical support of external specialists in the specific tests or auxiliary tasks and the mechanised correction of the tests or other similar ones. However, the involvement of such external experts will be limited to the specific task they are entrusted with, and they will not be involved in the Tribunal's voting or deliberations.

8.- SELECTION SYSTEM

The selection system will consists of assessing the training in addition to what is required, the professional experience, knowledge of languages and a personal interview.

A maximum of the following number of points will be given to each section:

Professional experience: **maximum 50 Points**

10 points will be awarded for each one of the years (or proportional part) of experience demonstrated in posts where responsibility has been held in the Tourism Sector, over and above those years required as a minimum, up to a maximum of 50 points. This shall be accredited through the updated employment background report or by any other means that may be accepted by the Tribunal and that accredits what is stated in the Curriculum Vitae submitted.

Professional experience in public sector: **maximum 20 Points**

Furthermore, 10 points will be awarded for each one of the years (or proportional part) of experience demonstrated in posts where responsibility has been held in the Public Sector, up to a maximum of 20 points. This shall be accredited through the updated employment background report or by any other means that may be accepted by the Tribunal and that accredits what is stated in the Curriculum Vitae submitted.

Further training: **10 Points**

10 points will be awarded to those candidates that can accredit training that is supplementary to what is required in Tourism matters, for organising events, managing human resources or team management. 10 points will be awarded to those who can accredit more than 5 courses of at least ten hours on those subjects. They must submit proof of this.

Personal interview and languages:

maximum 20 Points

The following will be well rated: aptitudes & attitudes, communication, organisation, working in a team, concentration, and the ability to relate institutionally, adapt to new technologies, handle databases, texts of all kinds and use all types of computing programs and social networks.

That interview will take place in the two languages that have been accredited, a command of both languages being given equal rating.

The candidates will be informed about the results of the selection process via the media referred to in this call for candidates.

If need be, the interviews can take place by videoconference on the day and at the time indicated. In such cases, the candidate must provide the Skype address or telephone for the purpose.

9.- TEST DATES

The interview date will be notified by telephone or email, whichever is thought more advisable

In Seville, on 27 of February 2020.

Signed: José Manuel Carvalho

Network Secretary