



## Embassy of Japan in Israel | Economic Section Vacancy Notice

**CLOSING DATE: September 26, 2018**

### **POSITION SUMMARY**

**WORK PLACE:** Embassy of Japan in Israel (4 Berkowitz Street, Tel Aviv)

**WORK TITLE:** Clerk (Economic Section)

**WORKING HOURS:** Mon-Thu: 9:00~17:00, Fri: 9:00~15:00 (Break 13:00~13:45),

In total: 34 hours and 15 minutes per week.

You may, upon the request, occasionally be required to work overtime/weekends/holidays.

### **JOB DESCRIPTION AND REQUIREMENT**

**PRINCIPAL ROLES:** To support the diplomats of the economic section in executing its mission, to coordinate the activities of Japan Innovation Center “bizBridge,” and to contribute to overall operations of the Japanese Embassy.

**LANGUAGE:** Excellent verbal and written communication skills in English and Hebrew.

Japanese language proficiency is not required but highly appreciated.

Language proficiencies will be checked in the interview.

#### **REQUIRED KNOWLEDGE/SKILLS:**

- Good understanding and knowledge of both Israeli and Japanese economies/industries (with a focus on the fields of innovation and high-technology) and societies;
- Ability to work as a team player in order to execute the Embassy’s missions such as the ones described in the “Principal Roles” by, for example, conducting economic surveys, submitting meeting reports in good English, and arranging delegation visits.
- Ability to coordinate the activities of Japan Innovation Center “bizBridge,” including setting up of meetups and networking events. Related work experience is preferable.

**SKILLS AND ABILITIES:** Basic knowledge of Microsoft Outlook, Word, Excel and PowerPoint.

Ability of editing websites and knowledge of digital environment are appreciated.

**JOB EXPERIENCE:** Work experience preferred.

**OTHERS:** Permission to legally work in Israel is required

### **APPLICATION**

- Applicants are requested to submit **CV in English** to the e-mail Address: [business-support@tl.mofa.go.jp](mailto:business-support@tl.mofa.go.jp) **by September 26, 2018**
- Applicants are requested to submit a resume covering specific and comprehensive information supporting their eligibility for the job (kindly refer to the “Job Description and Requirement.”)
- **A letter of recommendation, i.e from university teacher or company that you worked for before, will be required at the interview. (to be brought on the day of the interview only).**

### **The Selection Process:**

The interviews will be conducted at the beginning of October.

The interview will take place at the Embassy of Japan, at the Museum Tower, 19th Floor, 4, Berkowitz St., Tel Aviv.