



Embassy of Japan in Israel / Political-Defense Section Vacancy Notice

CLOSING DATE: June28, 2019

POSITION SUMMARY

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

WORK TITLE: Clerk (Political and Defense 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 of the Embassy, occasionally be required to work overtime or work on weekends or on holidays.

JOB DESCRIPTION AND REQUIREMENT

PRINCIPAL ROLES: To support Japanese diplomats in the political and defense sections in executing its mission, by serving primarily as an assistant, and by contributing to overall operations of the Japanese Embassy.

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

REQUIRED KNOWLEDGE/SKILLS:

- Ability to serve as an assistant for diplomats, including making appointments, arranging delegation visits and organizing events including receptions.
- Ability to work as a team player in order to execute the missions of the political and defense sections, as well as that of the Embassy as a whole, by, for example, helping diplomats set up meetings, expand network and prepare briefing materials on political, security and foreign policies.

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

JOB EXPERIENCE: Work experience preferred but not required.

OTHERS: Permission to legally work in Israel is required. Having experience of serving in the Israel Defense Forces will be an advantage.

APPLICATION

- Applicants are requested to submit a CV in English to the e-mail Address: recruit@tl.mofa.go.jp by Friday, June 28, 2019. The email title should be "Application for Political –Defense Section".
- 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.")
- Applicants are also requested to **submit one page personal statement (no more than 550 words) in English describing reason for your application, including your connection to Japan, if any, relevant career to this position, and your professional goal, among others.**
- **A letter of recommendation (i.e., from university teacher or company that you worked before) will be required at the interview (to be brought on the day of the interview).**

The Selection Process:

Interviews will be conducted in the week of July 8 or later for selected candidates after carefully examining the applications. The interviews and the test will take place at the Embassy of Japan, located at the Museum Tower, 19th Floor, Berkowitz Street 4; Tel Aviv.