



Embassy of Japan in Israel /
Secretary and Protocol Section Vacancy Notice

CLOSING DATE: April 22, 2021

POSITION SUMMARY

WORK PLACE: Embassy of Japan in Israel (19th & 20th floor, 4 Berkowitz Street, Tel Aviv)

WORK TITLE: Secretary (for Deputy Chief of Mission and Counsellor / Ambassador) & Protocol 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.

WAGE CONDITIONS:

Initial wage starts at around 10,000 NIS per month (including transportation expenses), The wage may vary depending on the employer's work history, abilities and so on.

JOB DESCRIPTION AND REQUIREMENT

PRINCIPAL ROLES:

To support Japanese diplomats, by serving primarily as a secretary and an assistant in executing its mission and as a team player in the Embassy as a whole by contributing to overall operations of the Japanese Embassy.

MAIN TASK:

Secretarial and administrative work including managing schedule, coordinating with some stakeholders such as government and academia, making appointments, collecting information and so on, and serve as an assistant for all diplomats focusing on protocol tasks such as issuing and extending diplomatic IDs / visas and drafting official notes.

REQUIRED SKILLS AND ABILITIES:

Basic knowledge of Microsoft Outlook, Word and Excel

JOB EXPERIENCE:

Experience in secretarial work is desirable and advantageous.

LANGUAGE:

Excellent verbal and written communication skills in English and Hebrew
(Knowledge about Japanese is not necessary but advantageous.)

OTHERS:

Permission to legally work in Israel is required

APPLICATION

- Applicants are requested to **submit a CV in English** to the e-mail Address: recruit@tl.mofa.go.jp by Wednesday, April 21, 2021. The email title should be "Application for Secretary and Protocol Section Vacancy".



- The CV does not require any particular format, but it should be one A4 size sheet and include information on your eligibility for the role (job experience, education background, work-related skills, and language proficiency) and face photo.
- 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 (only for those who passed in the primary screening)** (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)

SELECTION PROCESS

- The result of the primary screening will be informed only those who passed by 29th of April.
- Interview is scheduled in the first week of May for the above-mentioned candidates at the Embassy of Japan, 19th Floor of Museum Tower.