



**Embassy of Japan in Israel /**  
**Clerk at Political and Defense Sections Vacancy Notice**

**CLOSING DATE: July 6, 2023**

**POSITION SUMMARY**

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

**WORK TITLE:** Clerk (Political Section 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.  
Occasionally, upon the request of the Embassy, you may 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 employee's job experience, abilities and so on.

**JOB DESCRIPTION AND REQUIREMENT**

**PRINCIPAL ROLE:**

To support Japanese diplomats, by serving primarily as an assistant in the above-mentioned sections and as a team player in the Embassy as a whole by contributing to overall operations of the Japanese Embassy.

**MAIN TASKS (not exhaustive):**

- Administratively assist diplomats in the sections, including by managing schedule, coordinating meetings (making appointments), arranging car to the venue of the meetings.
- Prepare reports covering political and defense issues, and brief it to relevant diplomats.
- Research and advise on issues of interest in political and defense sections.
- Attend outside events on political or defense issues, and make short reports of the events.
- Contribute to the events of the Embassy as a whole.

**REQUIRED SKILLS AND ABILITIES:**

Basic knowledge of Microsoft Outlook, Word, Excel and PowerPoint

**JOB EXPERIENCE:**

No requirement for job experience in the specific fields

Experience related to international relations and international cooperation is advantage

**LANGUAGE:**

Excellent verbal and written communication skills in English and Hebrew

Communication skills in Japanese is not necessary but advantage

**OTHERS:**

Permission to work legally in Israel is required

Applicants must be able to **start working in August 2023** (The ideal date for the Embassy is August 1st)



## **APPLICATION**

- All applicants are requested to submit the following documents by email to the Embassy at [recruit@tl.mofa.go.jp](mailto:recruit@tl.mofa.go.jp) by **Thursday, July 6, 2023**. The title of the email should be "Application for Clerk at Political and Defense Sections Vacancy".

### **CV in English**

CV does not require any particular format, but 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 a face photo.

### **Personal statement in English**

No more than 550 words; describing reason for your application, relevant career to this position, and your professional goal, among others

- Applicants who passed the primary screening process will be requested to bring **a letter of recommendation in English** (Note: This can be a letter from university teacher or company that you worked before, for example) at the interview.

## **SCHEDULE**

- June 28: Start of recruitment
- July 6: Deadline for application
- July 10: Primary screening process of the submitted documents by email
- July 11: Notification of the result to only those who passed the primary screening process
- July 18 and/or 19: Interviews (in person, not online) for the above-mentioned applicants at the Embassy of Japan (19th fl., Museum Tower, Berkowitz st. 4, Tel Aviv).
- August: Start of work (The exact starting date is to be arranged through the interviews)

\* This schedule is subject to change.