



**Vacancy Notice**  
**Security Clerk with driving and general duties**

**CLOSING DATE: March 3, 2026**

**POSITION SUMMARY**

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

**POSITION TITLE:** Clerk (Security Section) with Occasional Driving and General Duties

**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, overtime work, weekend work, or work on public holidays may be required.

**WAGE CONDITIONS:**

The initial salary starts at approximately 10,000 NIS per month (including transportation expenses).

The exact salary will be determined based on the candidate's experience, qualifications, and skills.

**JOB DESCRIPTION AND REQUIREMENT(not exhaustive)**

**Key Responsibilities:**

- **Compile daily/post-weekend publicly available incident-related information.**
- **Coordinate with Israeli authorities; provide on-site support at the Ambassador's Residence.**
- **Assist in supervising and instructing embassy' contracted security Personnel**
- **Assist the Consul particularly in emergency cases involving Japanese nationals.**
- **Perform driving duties for events/large-scale logistical operations**
- **Handle general office duties as required, including physical tasks**

**Required Skills:**

- **Schedule management.**
- **Strong interpersonal and communication skills (including interactions with officials and local staff).**
- **Problem-solving abilities.**
- **Proficiency in English, including Hebrew-to-English translation skills.**
- **Japanese language skills are not required but will be considered an advantage.**
- **Prior connections with Israeli security agencies are preferred.**

**JOB EXPERIENCE:**

- **No specific prior experience in this field is required**
- **Experience related to international relations or international cooperation will be considered an advantage.**

**EMPLOYMENT STATUS:**

1 year fixed-term contract (with the possibility of extension). A probationary period applies.



## **OTHERS EQUIREMENTS:**

- Legal authorization to work in Israel, including Israeli nationals.( Only candidates who currently have the legal right to work in Israel without the need for visa sponsorship or renewal will be considered)
- A valid Police Clearance Certificate is required.
- A valid Israeli driving license (Category B) is required.

## **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) no later than **Tuesday, March 3rd, 2026**. The subject line of the email should read: "Application for Clerk Vacancy".

### **CV in English**

- No specific format required
- Maximum one A4 page
- Must include relevant job experience, educational background, professional skills, language proficiency, and a passport-style photo

### **Personal statement in English**

- Maximum 550 words
- Should describe your motivation for applying, relevant experience, and professional goals

### **Photocopy of driving licence**

- Applicants who passed the initial screening process will be will be invited for an interview and will be required to bring:
- A letter of recommendation in English  
(e.g., from a university lecturer or a previous employer)
- A Police Clearance Certificate  
(Hebrew version is acceptable)

**SCHEDULE** (The schedule described below might be subject to change.)

February 18: Start of recruitment

March 3: Deadline for application

March 4: initial screening process of submitted documents

March 13: Notification of the result to only candidates that passed the primary screening process

March 18 and/or 19: Interview and driving test (in person, not online) for the above-mentioned



applicants at the Embassy of Japan (19th fl., Museum Tower, Berkowitz st. 4, Tel Aviv).

**Expected start date: April or May (after Passover)**