



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

CLOSING DATE: March 3, 2026

POSITION SUMMARY

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

WORK 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, 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(not exhaustive)

Key Responsibilities:

- Compile daily/post-weekend publicly available incident-related information.
- Coordinate with Israeli authorities; provide on-site support at the Ambassador Residence.
- Assist in providing instructions to contracted security guards.
- Assist the Consul (especially in Japanese national protection cases).
- Perform driving duties for events/large-scale logistics and also handle various general daily affairs tasks, including carrying mineral water bottles and other items.

Required Skills:

- Schedule management.
- Strong interpersonal and communication skills (with officials and local staff).
- Problem-solving skills.
- English proficiency (especially Hebrew-to-English translation). Communication skills in Japanese is not necessary but advantage.
- Connections with Israeli security agencies preferred.

JOB EXPERIENCE:

No requirement for job experience in the specific fields

Experience related to international relations and international cooperation is advantage

OTHERS:

Permission to work legally in Israel and a Police Certificate are required.



APPLICATION

- All applicants are requested to submit the following documents by email to the Embassy at recruit@tl.mofa.go.jp by **Tuesday, March 3rd, 2026**. The title of the email should be "Application for Clerk 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.
- **A Police Certificate**
Please submit your Police Certificate (Hebrew is acceptable).

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

February 18: Start of recruitment

March 3: Deadline for application

March 4: Primary screening process of the submitted documents by email

March 13: Notification of the result to only those who 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: After Passover