



**Vacancy Notice: Household Staff Positions at the Ambassador's  
Residence  
(Butler & Housekeeper)**

**CLOSING DATE: March 31, 2026**

**POSITION SUMMARY**

**WORK PLACE:** Ambassador's Residence in Israel (Hertzliya Pituah, with occasional duties at the Embassy of Japan in Tel Aviv, 19th & 20th floor, 4 Berkowitz Street)

**POSITION TITLE:** Staff members for the Ambassador's Residence (2 positions)

- Butler (1 position): Primarily responsible for formal service and guest hospitality.
- Housekeeper (1 position): Primarily responsible for the general upkeep and maintenance of the residence, and personal support for the Ambassador.

**WORKING HOURS:**

- Butler

Mon- Fri: 08:30-12:30, 14:30-18:30

- Housekeeper

Mon-Fri: 08:00-13:30, 16:30-19:30

Occasionally, upon the request of the Ambassador or Embassy, overtime work, weekend work, or work on public holidays may be required, with flexibility being essential.

**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 REQUIREMENTS** (not exhaustive)

Key Responsibilities:

**For the Butler:**

Provide professional, high-standard table service and hospitality for official functions, receptions, and meals at the Ambassador's Residence.

Assist with the precise setting up and clearing of dining areas, including table linen, cutlery, glassware, and decorations.



Serve food and beverages, including professional wine service, according to proper etiquette and standards.

Ensure the smooth and efficient execution of all events, contributing to a welcoming and elegant atmosphere.

Assist with guest reception and departure, ensuring their comfort and satisfaction.

Maintain inventory of tableware, glassware, serving equipment, and other formal dining essentials.

Perform other duties as assigned by the Ambassador or Embassy officials related to household operations and formal service.

#### For the Housekeeper:

Maintain the cleanliness, tidiness, and organization of the Ambassador's Residence to the highest standards at all times.

Perform daily cleaning tasks including dusting, vacuuming, mopping, and sanitizing all areas, including bedrooms, bathrooms, and common spaces.

Manage laundry, ironing, and careful handling of clothing and household linens.

Assist with grocery shopping and other errands.

Provide support for the Ambassador's daily living requirements, ensuring comfort and convenience.

Assist in the preparation of meals for the Ambassador and official functions, and provide assistance with serving and clearing during official events and private meals, working closely with the Butler.

Oversee inventory of household supplies (cleaning products, toiletries, etc.) and alert relevant personnel for reordering.

Perform other general household duties as required to ensure the smooth operation of the residence.

#### Required Skills:

Proven experience in hospitality, household management, or personal service, preferably in a diplomatic residence, luxury hotel, or private household setting.

High level of professionalism, discretion, and ability to maintain strict confidentiality regarding all household matters.

Exceptional organizational skills, meticulous attention to detail, and efficient time management.

Strong interpersonal and communication skills, with a polite and respectful demeanor.

Ability to work independently with minimal supervision and effectively as part of a small team.

Flexibility and adaptability to changing schedules and demands of a diplomatic residence.



For Housekeeper: Basic cooking skills and knowledge of diverse cuisines is highly desirable.

For Butler: Comprehensive knowledge of formal dining etiquette, fine dining service, and beverage service.

Proficiency in English is required. Knowledge of Hebrew is an advantage.

**JOB EXPERIENCE:**

Minimum of 2 years of relevant experience in a similar role (e.g., hotel, fine dining restaurant, private household).

Experience in a diplomatic environment is highly desirable.

**EMPLOYMENT STATUS:**

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

**OTHER REQUIREMENTS:**

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 desirable, as duties may include errands or transport.

**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 31, 2026. The subject line of the email should read: "Application for Staff at Residence 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 license

Applicants who pass the initial screening process will be invited for an interview and will be required to bring:

A letter of recommendation in English (e.g., from a previous employer in a similar role).

A Police Clearance Certificate (Hebrew version is acceptable)

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

March 9: Start of recruitment

March 31: Deadline for application

April 1: Initial screening process of submitted documents

Around the end of April or at the beginning of May: Notification of the result will be sent only to candidates who passed the primary screening process

Around the middle of May: Interview (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: November 2026