



Vacancy Notice : Economic Clerk

CLOSING DATE: 4 June 2026

POSITION SUMMARY

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

POSITION TITLE: Clerk (Economic 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, 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 REQUIREMENTS (not exhaustive)

Key Responsibilities:

- Compile daily/post-weekend publicly available economic-related information.
- Gathering economic-related information and making reports upon the request of the Embassy.
- Building good relationships with relevant organizations for the economic section such as startups, companies, research institutions, government organizations.
- Arranging/joining meetings and making memos.
- Promoting Japanese cultures and cuisines.

Required Skills:

- Schedule management
- Strong interpersonal and communication skills (including interactions with officials and local staff).
- Proactive problem-solving abilities.
- Proficiency in English, including Hebrew-to-English translation skills.
- Prior connections with Israeli economic companies are preferred.
- Japanese language skills are not required but will be plus.

JOB EXPERIENCE:

- Work experience at a private company or public institution is required.



- Work experience in a diplomatic environment or an economic-related organization 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.

APPLICATION

All applicants are requested to submit the following documents by email to the Embassy at recruit@tl.mofa.go.jp, no later than, 4 June 2026. The subject line of the email should read: "Application for Position in the Economic Section".

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

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.)

May 19: Start of recruitment

June 4: Deadline for application

June 5: Initial screening process of submitted documents

June 15: Notification of the result to only candidates who passed the primary screening



process

June 18 and or 19: 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: July 2026