



**Vacancy Notice: Household Staff Position at the Ambassador's
Residence
(Housekeeper)**

CLOSING DATE: June 15, 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: Housekeeper for the Ambassador's Residence (1 position)

Primarily responsible for the general upkeep and maintenance of the residence, and personal support for the Ambassador.

WORKING HOURS:

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.

Key Responsibilities

- Keep the Ambassador's Residence clean and organized.
- Daily cleaning: dusting, vacuuming, mopping, sanitizing.
- Handle laundry and ironing.
- Help with shopping and simple errands.
- Support the Ambassador's daily needs.
- Assist with meal prep, serving, and clearing at events.
- Check household supplies and report when items need restocking.
- Other basic household tasks as needed.

Required Skills

- Experience in housekeeping, hospitality, or private homes.
- Professional, discreet, and able to keep information confidential.



- Good organization and communication skills.
- Able to work alone and in a small team.
- Flexible with changing schedules.
- Basic cooking skills are a plus (for Housekeeper).
- English required; Hebrew helpful.

Experience

- At least 2 years of experience in a similar job is desirable.
- Diplomatic residence experience is a plus.

Employment

- 1-year contract, possible extension.
- Probation period included.

Other Requirements

- Must already have the legal right to work in Israel. (**without the need for visa sponsorship**)
- Police Clearance Certificate 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 Monday, June 15, 2026. The subject line of the email should read: "Application for Housekeeper 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.)

May 27, 2026: Start of recruitment

June 15: Deadline for application

Mid-June: Initial screening process of submitted documents

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

Around the middle of July: 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