



Vacancy Notice : Economic Clerk

CLOSING DATE: 27 September 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. However, since the initial salary is set mainly according to the job description, a significantly higher amount will not be approved.

JOB DESCRIPTION AND REQUIREMENTS (not exhaustive)

Key Responsibilities:

- Provide logistical, administrative, and substantive support to the Embassy's Economic Team.
- Compile daily/post-weekend publicly available economic-related information.
- Provide substantive support as needed, including research, information gathering, preparation of briefing materials, and other tasks related to economic affairs.
- Building good relationships with relevant organizations for the economic section such as startups, companies, research institutions, government organizations.
- Assist with the coordination and preparation of meetings and events involving relevant government officials, business representatives, and other stakeholders.
- Provide logistical and administrative assistance, including arranging meetings, transportation, schedules, and other necessary arrangements.
- 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 staffs).



- 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:

- A holder of a bachelor's degree or equivalent academic qualification
- Concurrent work with academic studies is not permitted.
- 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, 27 September 2026. The subject line of the email should read: "Application for Economic Clerk".

CV in English

- No specific format required
- Maximum one A4 page
- Must include age, relevant job experience, educational background, professional skills, language proficiency(including Hebrew), 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.)

September 27: Deadline for application

September 28: Initial screening process of submitted documents

October 5: Notification of the result to only candidates who passed the primary screening process

October 8 or 9: 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: Around the beginning of November 2026