



Embassy of Japan in Israel / Political-Defense Section Vacancy Notice

CLOSING DATE: Oct. 25, 2018

POSITION SUMMARY

WORK PLACE: Embassy of Japan in Israel (4 Berkowitz Street, Tel Aviv)

WORK TITLE: Clerk (Political and Defense 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. You may, upon the request of the Embassy, occasionally be required to work overtime or work on weekends or on holidays.

JOB DESCRIPTION AND REQUIREMENT

PRINCIPAL ROLES: To support Japanese diplomats in the political and defense sections in executing its mission, including providing analytical advice as well as serving as a role of secretary, and to contribute to overall operations of the Japanese Embassy.

LANGUAGE: Excellent verbal and written communication skills in English and Hebrew.

REQUIRED KNOWLEDGE/SKILLS:

- Good understanding and knowledge of Israeli politics, diplomacy, defense policies, society, and regional situation;
- Ability to work as a team player in order to execute the missions of the political and defense sections, as well as that of the Embassy as a whole, by, for example, writing analytical/research papers and news summary reports, giving briefings to diplomats on topics related to politics, diplomacy and defense, submitting meeting reports in good English.
- Ability to serve as a secretary for diplomats, including arranging meetings, delegation visits and organizing events including receptions.

SKILLS AND ABILITIES: Basic knowledge of Microsoft Outlook, Word, Excel and PowerPoint.

JOB EXPERIENCE: Work experience preferred but not required.

OTHERS: Permission to legally work in Israel is required. Having experience of serving in the Israel Defense Forces will be an advantage.

APPLICATION

- Applicants are requested to submit a CV in English to the e-mail Address: recruit@tl.mofa.go.jp by **Thursday, October 25, 2018**. The email title should be "Application for Political –Defense Section".
- Applicants are requested to submit a resume covering specific and comprehensive information supporting their eligibility for the job (kindly refer to the "Job Description and Requirement.")
- Applicants are also requested to submit one page analytical paper (no more than 550 words) on relations between military operation in Gaza in 2014 and 2015 general elections in Israel and its key takeaways for upcoming elections.
- **A letter of recommendation (i.e., from university teacher or company that you worked before) will be required at the interview (to be brought on the day of the interview).**

The Selection Process:

Interviews and a short writing test will be conducted in the week of October 29 or later for selected candidates after carefully examining the applications. The interviews and the test will take place at the Embassy of Japan, located at the Museum Tower, 19th Floor, Berkowitz Street 4; Tel Aviv.