



Embassy
of the Federal Republic of Germany
Tel Aviv

J O B O F F E R

The German Embassy in Tel Aviv is seeking
as from December 2018
a **Service and Cleaning Person**
for the official residence of the German Ambassador

Duties:

- Cleaning work in the indoor areas, including terraces, of the residence
- Assistance with events at the residence, if necessary also in the evening and on weekends
- Washing and ironing, e.g. tablecloths, napkins etc.
- Watering plants in the outdoor areas
- Doing the shopping (on a small scale)
- Cleaning work in the Embassy, as holiday replacement of Embassy cleaning staff

Required Profile:

- Good command of Hebrew; in addition, knowledge of English or German is required
- Cooking skills are desirable
- High level of reliability, discretion and organizational talent
- Ability to work both in a team and independently
- flexibility and resilience

Employment Conditions:

- Full-time job (41 working hours per week)
- Regular 5-day working week from Monday to Friday

- Starting salary: 6.800 NIS (monthly, gross) + payments towards social security systems and pension insurance
- Additional employer's benefits (e.g. seniority bonus, travel allowance etc.)
- After satisfactory work performance: open-ended contract

Terms and conditions for employment are subject to local law. Non-Israeli applicants must be in possession of a valid work and residence permit for Israel (please provide a copy as proof).

Please send your conclusive **application** in German or English not later than **10 September 2018** by e-mail to:

German Embassy
Attn. of Ms Daniela Gräber
E-Mail: vw-10@tela.diplo.de

Please include the following **documents** (scans):

- CV with photograph
- Letter of motivation
- Copy of your passport or ID
- Letters of recommendation, proof of previous work experience, employer's reference letters
- Proof of valid work and residence permit

Please explain the motivation and reasons why you apply for the job (letter of motivation). Applications will be rejected if incomplete.

Please be available for evaluation in an assessment center and job interviews in September / October 2018. Successful applicants will be notified of the date in due course.

Unfortunately, the Embassy cannot reimburse any travel expenses in connection with the personal interviews.

Please be aware that the Embassy does not acknowledge receipt of individual applications, but will contact only those applicants who will be invited to a personal interview.

If you have questions concerning the offered post, please call 03-6931-313,

- or extension -364 (English and German)
- or extension -371 (Hebrew)