

## **J O B O F F E R**

The German Embassy in Tel Aviv is seeking  
an **Assistant/Secretary**  
**for the Embassy's Cultural Department**  
from **April to October 2019**  
as maternity leave cover in part-time (50 %)  
*(further extension may be possible).*

### **Duties:**

- Secretarial work for the Cultural Department, including making and preparing appointments as well as organizing official trips, visits and meetings
- Organization and logistic preparation as well as assistance for official delegations, visits and events, including protocol duties
- Maintenance of contact data for the Cultural department
- Assisting with development, organization and realization of cultural projects
- Preparing and realizing the Embassy's representation at Open Days and/or Europe Days, e.g. at universities or Goethe Institute
- Assisting with the Embassy's coordination initiatives (Round Tables, DAAD etc.)
- Organizational support of the selection process for scholarships/grants.
- Research assignments (on a smaller scale)
- Stand-in for the Press Department Assistant, especially dispatch of press statements (German/Hebrew) and press reviews, including maintaining the respective lists / database of recipients

### **Required Profile:**

- Very good command (spoken and written) of Hebrew and English is required; good German skills are desirable
- Ability to work in a team, flexibility as well as very good organizational talent
- Motivation and reliability as well as resilience
- Politeness, skill and assertiveness, also in dealing with authorities
- PC knowledge (word, outlook, excel)
- Prior professional experience in office management / secretarial work as well as protocol expertise is desirable

### **Employment Conditions:**

- part-time job (20.5 working hours per week)
- Regular 5-day working week from Monday to Friday
- Starting salary: 6,200 NIS (monthly, gross) + payments towards social security systems and pension insurance
- Additional employer's benefits (e.g. travel allowance, seniority bonus, annual leave etc.)

Terms and conditions for employment are subject to local law. Non-Israeli applicants must be in possession of an Israeli ID as proof of valid work and residence permit for Israel.

Please send your conclusive **application** in German or English not later than **20<sup>th</sup> February 2019** 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 and Israeli ID
- Letters of recommendation, proof of previous work experience, employer's reference letters

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 the selection process in March 2019 (exact date is yet to be determined).

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, extensions -353 or -364.