



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 a  
**Security Guard (receptionist with security tasks)** (m/f/d)  
full-time (39 hours / week)  
to join the Embassy Team as soon as possible

### **Duties:**

- Visitor management as part of the security tasks
- Controls on persons and objects
- Receptionist and telephone service
- Security, protection and regulatory tasks as a member of the Embassy's Security Team

### **Requirements:**

- very good command of Hebrew as well as good command of German and/or English
- Ability to work in a team, flexibility as well as high reliability
- Good manners and a neat appearance
- Willingness to work in shifts between 07:00 h and 19:00 h
- Basic knowledge in security and protection services
- Training and/or experience in the security sector
- PC knowledge (word, excel, outlook) desirable

### **Employment conditions:**

- Salary depending from experience level  
+ payments towards social security systems and pension insurance
- Additional employer's benefits (e.g. seniority bonus, travel allowance etc.)
- Regular 5-day working week from Monday to Friday
- After satisfactory work performance: open-ended contract

Terms of employment and salary are subject to local law. Non-Israeli applicants must be in possession of a valid work and residence permit for Israel as well as an Israeli ID (teudat zehut) - please provide a copy as proof. The applicant's willingness to undergo a pre-employment medical checkup as well as a background check is expected.

Please send your conclusive **application** in German or English

not later than **September 22, 2022** by email to:

German Embassy  
Attn. of Mr. Steffen Habermann  
email: [vw-10@tela.diplo.de](mailto:vw-10@tela.diplo.de)

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

- CV, preferably with photograph
- Letter of motivation
- Copy of your passport and ID (teudat zehut)
- 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 or late.

Please be available for evaluation in an assessment center in late September. The precise date for the selection process will be set later (**probably September 28**).

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.