



Embassy
of the Federal Republic of Germany
Tel Aviv

J O B O F F E R

The Embassy of the Federal Republic of Germany in Tel Aviv seeking an
office clerk / assistant (m/f/d)
for the office of the liaison officer of the Federal Police
to join the Embassy Team **as soon as possible (probably January 2023)**

Duties:

- Oral transmission of technical discussions and general translation work (German-Hebrew, Hebrew-German)
- Support in establishing and maintaining contacts for information gathering for the independent completion of orders according to rough specifications and technical responsibility for the information obtained
- Management of processes and databases
- Independent press evaluation and media research
- Support in the organization and management of the office of the Federal Police Liaison Officer, including secretarial and writing tasks in German, Hebrew and English (also telephone traffic, billing)
- Driving orders

Requirements:

- Very good knowledge of spoken and written German and Hebrew, if possible due to a language degree and/or translation diploma, good knowledge of English
- Car driver's license
- Knowledge of the structure, function and working methods of the Israeli security organs and immigration authorities
- Safe handling of common IT applications (MS Office, Internet)
- Willingness and ability to work together in a team based on trust
- Organizational and communication skills
- Willingness to take on tasks beyond regular business hours (also on weekends) and to undertake business trips within Israel
- Intercultural competence or experience

Employment conditions:

- Fulltime job (39 hours / week)
- 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
- 30 leave days per year
- After satisfactory work performance: open-ended contract

Initial training is guaranteed. 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 background check is expected.

Please send your conclusive **application in German**

Not later than December 1st, 2022 by email to:

German Embassy
Attn. Mr. Peter Mohring
E-Mail: bpol-1@tela.diplo.de

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

- Motivation letter
- Curriculum Vitae, preferably with photograph
- Scan of passport and ID (teudat zehut)
- Scan of driver's license
- Non Israeli citizens: residence and work permit for Israel
- Letters of recommendation, proof of previous work experience, former employer's reference letters

Mail attachments should not exceed 7 MB. If necessary, split the attachments into several emails.

In your letter of motivation, please describe in detail why you are applying for this position. Incomplete or late applications cannot be considered.

Please be available for evaluation by our assessment team at early December. The precise date for the evaluation process will be set in due time.

The Embassy cannot reimburse any travel expenses in connection with personal interviews.

Unfortunately, we cannot send a note of receipt. We only contact candidates we invite to a personal interview.