



EUROPEAN UNION - Delegation to the State of Israel

האיחוד האירופי - המשלחת למדינת ישראל

الاتحاد الأوروبي - البعثة إلى دولة إسرائيل

The European Union Delegation to the State of Israel is looking for: Secretary

We are

The European Union (EU) is an economic and political partnership among 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Israel present the EU's positions and interests to the Government of Israel with the overall goal of advancing relations between the EU and Israel.

We offer

We offer a post of **Secretary**. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy the specific job function as **Secretary** – this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as support mainly for the Research and Innovation Section as well as for the Trade Section. The successful candidate shall perform general secretarial duties, organisation of events and some basic data and information analysis under the supervision and responsibility of the relevant Head of Section.

We offer a competitive position in an international environment.

- The post is a Local Agent Group 3 post
- The weekly working hours are 37.5h and the working week is Monday to Friday
- The office is located in Ramat Gan
- The starting gross basic monthly salary is 11,212 ILS and is subject to Israeli taxation

We look for a candidate fulfilling following minimum requirements

- Completed secondary level education
- Fluent in Hebrew and English (speaking, reading, writing)
- at least 2 years' experience in similar duties
- An Israeli citizenship or a valid work permit for Israel

The following will be considered an asset:

- Knowledge of French
- Knowledge of the European Union

The ideal candidate should be proactive and solution orientation, (S)he should be a good team player with very good problem solving skills. The position requires an excellent knowledge of Windows package (word, excel, outlook).

The post require flexible working hours for major events organisation and support for the events.

How to apply

Please send your application and supporting documents to:

DELEGATION-ISRAEL-HR@eeas.europa.eu

The application should include a motivation letter and a detailed CV using the Europass format

<https://europa.eu/europass/en>

The selection procedure consists of evaluation of the applications, in order to identify the candidates fulfilling the minimum requirements. The shortlisted candidates will be interviewed by a panel of 3 officials, and may be asked to do a written exercise.

The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to: DELEGATION-ISRAEL-HR@eeas.europa.eu

Closing date: The deadline for applications is 3 November at 17:00 (Tel Aviv Time)