

J O B O F F E R

The German Embassy in Tel Aviv is seeking

a **Service Person**

to join the Embassy Team full-time (41 hours / week) as soon as possible.

Duties:

- Taking care of Embassy premises, above all housekeeping and cleaning (including cleaning of offices, sanitary and kitchen tracts, windows, floors etc.)
- Preparation of events and meetings (including setting and clearing the table and making coffee)
- Helping out as service person in the Ambassador's residence

Requirements:

- Training and/or experience in the service / cleaning sector
- good command of German or English is required
- Ability to work in a team, flexibility as well as reliability

Employment conditions:

- 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.)
- Regular 5-day working week from Monday to Friday
- After satisfactory work performance: open-ended contract

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 **31st March 2017** 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
- Police certificate of good conduct
- Copy of your passport and ID
- Letters of recommendation, if applicable

Please explain the motivation behind your application (letter of motivation). Applications will be rejected if incomplete.

Please be available for evaluation in an assessment center on **11th April 2017** (whole day).

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.