



**भारत का राजदूतावास**  
**Embassy of India**  
**Tel Aviv**

**VACANCY / JOB OPPORTUNITY**

The Embassy of India in Tel Aviv is looking for a committed and motivated individual for the full-time position of **Receptionist cum Clerk** in the Indian Cultural Center, Tel Aviv.

**Qualification and experience:**

Essential qualification:

- i. Diploma/Graduate or Equivalent Work Experience
- ii. Proficient in English and Hebrew (native level) languages; Proficiency in Indian languages will be an added advantage.

Desirable qualification:

- i. Sound knowledge and experience in handling visitors and liaising with Israeli vendor agencies.
- iii. Prior work experience in front-desk or accounting jobs

**Job description:**

The responsibilities include playing an active role in day to day administrative functions of Indian Cultural Center; Translation of utility and payment bills from Hebrew into English language; Liaising and coordinating with local vendors and agencies in matters related to purchase of goods and procurement of services; Assistance in preparation of administrative reports; Responding to queries from India and Israel and disseminating information related to ICC; Managing front desk during cultural events, conferences, and seminars organized by the Indian Cultural Center; Organizing and accompanying Indian cultural/official delegations in Israel; Any other work allotted by the Embassy.

**Mental and Physical Health:**

Candidate should be in a good mental and physical health. At the time of appointment, candidate would need to submit a medical fitness certificate and police clearance certificate.

**Contract & Salary:**

The successful applicant will be employed for an initial period of 3 months after which he/ she may be considered for full-time appointment depending upon satisfactory performance. Working days at the Embassy of India, Tel Aviv are Monday to Friday (Holidays on Saturday and Sunday). Starting gross salary would be in the range of 9500 NIS.

Interested candidates may send their applications and Curriculum Vitae in English by email to [diricc.telaviv@mea.gov.in](mailto:diricc.telaviv@mea.gov.in) Only selected candidates will be contacted for the process of recruitment.

**Last date of receipt of applications: 23<sup>rd</sup> January 2023.**

**APPLICATION FORM FOR THE POST OF RECEPTIONIST CUM CLERK**

1. Full Name:				
2. Mobile No:				
3. Email:				
4. Current Residential Address:				
5. Gender:				
6. Age:				
7. Nationality				
8. Israel National ID:				
9. Highest Education Qualification				
10. Specialization / Additional Qualifications (if any)				
11. Proficiency in languages: Please tick appropriate box in the table below				
Language	Not Known	Basic	Intermediate	Fluent / Native
English				
Hebrew				
Any other				
12. Previous employment, if any:				
Name & Address of Employer	Nature of duties/work handled		Period	
13. Any other relevant information candidate intends to provide:				

\*Please attach copies of following documents with this application:

- (i) Copy of Israeli National Identity Card
- (ii) Copy of certificate of highest educational qualification

**14. I hereby certify that the information given above is correct to the best of my knowledge and belief. I am fully aware that if any information given above is found incorrect or any information is suppressed or concealed subsequently, my candidature or services will liable to be cancelled on this ground without any notice.**

Date:

Place:

**Signature of the Candidate**