



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 **Public Relations Officer cum Interpreter** in the Indian Cultural Center, Tel Aviv .

Qualification and experience:

Essential qualification:

- i. Graduate/Post Graduate Degree in International Trade / Economics / Finance or Allied Sciences / Management or equivalent with experience
- ii. Sound knowledge of computer programs including ability to work seamlessly in Excel / Power Point / Word, e-mail etc.
- iii. Proficient in English and Hebrew (native level)
- iv. Below the age of 40 years

Desirable qualification:

- i. Sound knowledge and experience in organizing cultural events and handling social media accounts.
- ii. Prior work experience in Content Creation/Language Translations/Social Media Marketing/Networking/Media or PR organizations or Cultural Organizations (including with India)

Job description:

The responsibilities include playing an active role in promotion of Indian culture by publicizing the activities of Indian Cultural Center; Curation of social media content for publicity; Translation of documents between English and Hebrew languages; Liaising and coordinating with Israeli cultural institutions and Israeli media in organizing joint projects; Conducting social media marketing campaigns, strategies, communication for cultural promotion; Assistance in preparation of reports; Responding to queries from India and Israel and disseminating information on ICC activities and matters related to Indian culture; Planning and managing 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 currently Monday to Friday (Holidays on Saturday and Sunday). Starting gross salary would be in the range of 13000 NIS.

Interested candidates may send their applications and Curriculum Vitae in English by email to hoc.telaviv@mea.gov.in and com.telaviv@mea.gov.in. Only selected candidates will be contacted for the process of recruitment. **Last date of receipt of applications: 1st January, 2024.**

**APPLICATION FORM FOR THE POST OF
PUBLIC RELATIONS OFFICER CUM INTERPRETER**

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. Specialisation / Additional Qualifications (if any)																				
11. Proficiency in languages: Please tick appropriate box in the table below																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Language</th> <th style="width: 25%;">Not Known</th> <th style="width: 25%;">Basic</th> <th style="width: 25%;">Intermediate</th> <th style="width: 25%;">Fluent / Native</th> </tr> </thead> <tbody> <tr> <td>English</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Hebrew</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Any other</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Language	Not Known	Basic	Intermediate	Fluent / Native	English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hebrew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language	Not Known	Basic	Intermediate	Fluent / Native																
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Hebrew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Any other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
12. Previous employment, if any:																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Name & Address of Employer</th> <th style="width: 35%;">Nature of duties/work handled</th> <th style="width: 30%;">Period</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name & Address of Employer	Nature of duties/work handled	Period																	
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) Professional CV and a 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