



**Announcement**  
**Royal Thai Embassy in Tel Aviv**  
**Subject: Recruiting candidates for clerk**

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The Royal Thai Embassy in Tel Aviv is seeking an eligible and qualified applicant for the position of Clerk.

**1. Position** Clerk **2 positions**

Starting salary of 6,481 NIS/month

**2. Duration of work**

From 5 February 2024 (probationary period of 6 months)

**3. Qualifications**

- 3.1 Vocational Certificate, High Vocational Certificate or Bachelor's degree
- 3.2 Good command of English and Hebrew .
- 3.3 Knowledge and Proficiency in MS Office and social media applications
- 3.4 Holder of Israel's valid residence permit or appropriate work visa
- 3.5 Able to work at the Embassy, or off-site if required, during official working hours, official holidays as well as overtime when assigned
- 3.6 Eager to work for the service of the public
- 3.7 Good physical and mental condition without congenital disease or contagious disease
- 3.8 Excellent communication and interpersonal skills, polite, reliable, and service-minded.
- 3.9 Able to comply with Embassy's regulations

**4. Working hours**

Embassy's working hours

Monday to Thursday 09.00 - 12.00 hrs. and 13.00 – 17.00 hrs.

Friday 09.00 - 13.30 hrs.

**5. Selection process**

<b>Selection Process</b>	<b>Date</b>
Apply in person or email	Wednesday 10 - Wednesday 24 January 2024
Announcement of candidates Website : <a href="http://telaviv.thaiembassy.org">http://telaviv.thaiembassy.org</a>	Thursday 25 January 2024
Test and interview	Friday 26 January 2024
Announcement of the selected candidate	Wednesday 31 January 2024
Commencement date	Monday 5 February 2024 (Probationary period of 6 months)

## **6. Application**

Interested applicants can submit the application form (available at <http://telaviv.thaiembassy.org>) and required documents at the Embassy (Ackerstein Tower A, 11<sup>th</sup> Fl, 11 Hamenofim St., Herzliya Pituach) or via e-mail at [thaiembassy.tav@mfa.go.th](mailto:thaiembassy.tav@mfa.go.th) by **24 January 2024**.

The Required documents are:

- 6.1 Curriculum Vitae with two 2x2 inches photos
- 6.2 A certified copy of the ID card or Passport (the front page which shows name, surname, photo, and relevant visa page)
- 6.3 A certified copy of educational qualifications/degrees
- 6.4 A certified copy of other registration documents such as name or surname change certificate and marriage certificate
- 6.5 Other documents (if any) such as certification of employment

\*False or fraudulent information on any required documents will result in being eliminated from consideration of this position or being terminated afterward

## **7. Selection details**

The selection process will be held on Friday 26 January 2024 between 09.30 – 11.30 hrs. and will consist of

### **7.1 Ability Test (50 points)**

- Computer proficiency test (25 points)
- General knowledge on consular and public service matters (25 points)

### **7.2 Interview (50 points)** to assess candidates' language proficiency (English and Hebrew) and abilities as well as personalities and attitudes well-suited to the Embassy's requirements

The Embassy will announce the selected candidates by considering applicants' qualifications and the overall highest scores in the test and interview as scheduled in 5. Selection process

Announced on 10 January 2024.

Royal Thai Embassy  
Tel Aviv  
10 January B.E. 2567 (2024)

