



Announcement

Royal Thai Embassy in Tel Aviv

Subject: Recruiting candidates for appointment as a temporary employee in the position of translator

The Royal Thai Embassy in Tel Aviv is seeking eligible and qualified applicant for the position of Translator (1 position).

1. Qualifications

- 1.1 Israeli nationals or holders of Israel's permanent residence permit
- 1.2 25 to 45 years old
- 1.3 College or university studies preferably in translation, interpretation, English, Arts or Social Science with a minimum 2-year experience OR at least 4-year relevant work experience such as a translator/receptionist/secretary/telephone operator.
- 1.4 Good command of Hebrew and English. Thai language proficiency is an advantage.
- 1.5 Knowledge and Proficiency in MS Office and social media applications
- 1.6 Able to work at the Embassy, or off-site if required, during official working hours, official holidays as well as overtime when assigned
- 1.7 Good physical and mental condition without congenital disease or contagious disease
- 1.8 Able to comply with relevant Embassy's regulations
- 1.9 Able to work under the Embassy's employment agreement which grants the employee's rights and benefits in accordance with Israeli labor laws, including the contribution to the employee's pension fund

2. Work and duties

- 2.1 Assist and perform translation tasks, onsite/off-site/phone inquiries, as required
- 2.2 Handle secretarial or clerical works, onsite/off-site/phone inquiries, in Hebrew and English as required.
- 2.3 Other duties as assigned

3. Duration of work and salary

From **15 November 2021** with starting salary of 7,111 nis

4. Working hours

Monday to Thursday 09.00 - 17.00 hrs. (lunch breaks 12.00 -13.00 hrs.)

Friday 09.00 - 13.30 hrs.

Holidays : Saturday, Sunday and annual holidays of the Embassy

Overtime or work outside of office hours will occasionally be required

5. Application

Interested applicants shall submit their applications (application form can be downloaded from <https://telaviv.thaiembassy.org>) and relevant documents at the Embassy (3 Maskit Street., 2nd Floor, Herzliya Pituach 4673303, ISRAEL, Tel: (972-9) 954 8412-3) OR via e-mail : thaiembassy.tav@mfa.mail.go.th **by 3 November 2021.**

The Required documents for the application are:

5.1 Curriculum Vitae with two 2x2 inches photos

5.2 A certified copy of the ID card

5.3 A certified copy of educational qualifications/degrees

5.4 A certified copy of other registration documents such as name or surname change certificate and marriage certificate

5.5 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 afterwards

6. Selecting process

The Embassy's selecting process is as follows:

5 November 2021- The Announcement of the shortlisted candidate(s) who pass initial screening by the Embassy's committee on the Embassy's website

9 November 2021 - The recruitment test I - "Ability test" Translating Hebrew to English (50 points) *The candidate must bring his/her own laptop*

10 November 2021 - The recruitment test II - Interview in Hebrew and English and/or Thai (50 points)

12 November 2021 - The Embassy will announce the selected candidate based on his/her qualifications combined with the recruitment test score on its website

7. The Probationary Period

The selected candidate shall serve a probationary period at the Embassy during his/her first six months of employment to ensure that he/she is qualified to perform the job. The selected candidate who passes the performance review can continue his/her employment at the Embassy.

Announced on 4 October 2021

Royal Thai Embassy in Tel Aviv

4 October 2021

