

**Job title:** Local affairs and knowledge management coordinator in the defense policy area for the Embassy of Israel.

**Type of employment:** Full-time

**Location:** Berlin

**Full Job Description:**

For a position at the Israeli Embassy, we are looking for someone who is proactive, organized and able to work and perform tasks both in a small team and independently. You will support us with strategic knowledge management, tasks for the German-Austrian defense sector and maintain cooperation with local and foreign authorities. As a team member in the administrative service, you will get the chance to work in various specialist areas of the defense department.

**Our requirements:**

- \* German citizenship.
- \* High level of interpersonal communication skills, high organizational skills, ability to work in a team, representative appearance.
- \* You apply in due time by April 30, 2023 for a recruitment starting on May 15, 2023.
- \* Languages - German as native speaker, English fluent (spoken and written)., Hebrew an advantage
- \* University degree

**What are we looking for?**

- \* Familiarity with the German armed forces and the Federal Ministry of Defense.
- \* Experience and in foreign affairs (not mandatory)
- \* Experience in knowledge management and conducting research.
- \* You are a highly motivated team player and display structured and analytical thinking

**We offer:**

- \* Collaboration in a visionary team in a stable working environment.
- \* Varied work with high growth potential
- \* Results-oriented culture with plenty of room for initiative and ideas
- \* You will work for a recognized employer and receive an attractive  
Salary

To apply, please send a resume (no longer than one page) together with a cover letter and your letters of recommendation to:.

**idf-adm@berlin.mfa.gov.il**

Further details will be provided to applicants who meet the above requirements.