



JOP OPENING: Political Advisor and Speechwriter

The **Permanent Mission of Israel in Vienna** is looking for a qualified person to **fill the position of Political Advisor**.

In the position of Political Advisor, you will be contributing to promote Israel's interests in the international organizations situated in Vienna. Such as representing Israel in those fora, reporting on conferences and meetings, advising the diplomatic staff in the Permanent Mission, and coordinating with other governmental organizations on related activities in Vienna. In addition, you will also help in organizing projects, write speeches and manage the social media activities of the Permanent Mission of Israel in Vienna.

Tasks:

- Planning and realizing projects of the Permanent Mission in international organizations
- Responsibility for social media activities of the Permanent Mission
- Composing of statements, speeches and resolution texts
- Reporting on international conferences and meetings
- Coordination activities between the Permanent Mission and governmental institutions in Israel
- Administrative activities regarding visits of diplomats, politicians and experts from Israel

Your profile:

- Fluent in English (speaking and writing), knowledge of Hebrew not necessary but a bonus
- Well-mannered, diplomatic and well-kept demeanor
- Familiarity with the topic of international relations / international politics
- Experiences in writing in English
- Team player and good problem-solving abilities
- Good time-management and organizational skills
- Familiarity with Twitter and other social media platforms
- Able to bring in own initiatives

Type of position:

- Full-time in Vienna with a competitive gross salary of 3.130,17 Euro per month
- Please send your CV and Cover letter at your earliest convenience to dcm-sec@vienna.mfa.gov.il
- The successful candidate will be subject to a professional background check and security clearance.