



SENDISTOVA FØROYA Í ÍSRAEL  
THE REPRESENTATION OF THE FAROE ISLANDS TO ISRAEL

## **Vacancy Announcement**

### **Position of the Personal Assistant (PA) to the Representative of the Faroe Islands to Israel**

Starting date: 1 March 2021 or as soon as possible thereafter

Working hours: Full time - 37 hours per week

Duty station: Representation of the Faroe Islands c/o Royal Danish Embassy, Tel Aviv

Salary: Actual salary will be based on qualifications in conformity with the salary policy of the Danish Embassy.

#### **Primary responsibilities**

The Personal Assistant assists in managing the daily work of the Head of Representation, making appointments, scheduling, receiving telephone calls, book-keeping, casework, accounting, filing, written communication, minutes from meetings and translation (oral and written).

Special duties and responsibilities: Handling of practical coordination and organization of various events and visits, market analysis including market access, preparing reports and other information material.

#### **Requirements**

Education: University degree, preferably in international business, political science or other relevant areas of social science.

Language proficiency: Fluent in written and spoken Hebrew and English, knowledge of Faroese, Danish or another Scandinavian language is an advantage.

Work experience: Experience in the above-mentioned areas or comparable responsibilities is required.

Skills and competence: Good interpersonal skills, service-minded, ability to work independently, readiness to meet new challenges, flexibility, knowledge of the Israeli political situation.

#### **Application**

To apply for the position, please forward your CV and motivated application incl. relevant documents and photo by close of business on Monday 15 February 2021 to [ummr@ummr.fo](mailto:ummr@ummr.fo). Interviews will take place in the last week of February.

#### **Questions**

For any questions regarding the position, please contact Mr. John Rajani, Head of Representation of the Faroe Islands to Israel: [johnr@ummr.fo](mailto:johnr@ummr.fo) / +972 (0) 54 893 1497.

The chosen candidate must present a “Non-Criminal Record” and receive security clearance by the Danish authorities prior to appointment.

#### **About us**

The Representation of the Faroe Islands in Israel works to promote and implement the policies and priorities of the Government of the Faroe Islands in its bilateral relations with Israel.