



**EMBASSY OF THE REPUBLIC OF FIJI
JERUSALEM, STATE OF ISRAEL**

**VACANCY: PERSONAL ASSISTANT / INTERPRETER AND OFFICE ASSISTANT
– FIJI MISSION JERUSALEM
(LOCALLY ENGAGED STAFF)**

VACANCY NUMBER: 08/2026

The Embassy of the Republic of Fiji in Jerusalem, State of Israel, invites suitably qualified and eligible applicants for the above full-time position.

BRIEF OVERVIEW: FIJI MISSION JERUSALEM

The Fiji Mission in Jerusalem, Israel, serves as the diplomatic cornerstone of mutual friendship first established in August 1970 and grounded in shared values, technical cooperation, and Fiji's long-standing contribution to peace through UN peacekeeping operations. Formally inaugurated on September 17, 2025, the Mission focuses on building stronger, stable bilateral ties by deepening collaboration across critical sectors, including agricultural innovation, climate resilience, public health, cybersecurity, and security capacity building, while representing Pacific perspectives within the region.

POSITION PURPOSE

The Personal Assistant to the Head of Mission, Interpreter and Office Assistant provide comprehensive executive, administrative, and operational support to the Head of Mission to ensure the effective and efficient functioning of the Embassy of the Republic of Fiji in Jerusalem. The position serves as the principal administrative support officer to the Head of Mission by managing correspondence, schedules, meetings, travel, and official documentation, while also acting as the Embassy's official interpreter and Office Assistant.

PARTICULARS OF THE POSITION

Position Level:	Personal Assistant/Interpreter/Office Assistant
Salary range:	NIS 10,000 per month or approximately F\$ 7,200 per month
Duty Station:	Fiji Embassy Jerusalem
Reporting Responsibilities	
a) Reports to:	Ambassador/Counsellor
b) Liaises with:	All Diplomats
c) Subordinates:	Nil

KEY DUTIES AND RESPONSIBILITIES

The incumbent will achieve its purpose through the following key duties as the Personal Assistant to the Head of Mission, Interpreter and Office Assistant:

1. Providing executive level support to the Head of Mission;
2. Administrative/clerical support;
3. Preparations for receiving clients and visitors;
4. Organizing travel arrangements;
5. Scheduling meetings/appointments;
6. Supports the Mission's record management through upkeeping of an efficient registry through proper filing of all Embassy documents (hard & soft copies);
7. Interpretation and translation of communication and correspondences (both inward and outward) and provide high-quality interpretation and translation services between English and Hebrew;
8. Provide interpretation as and when required for official meetings, and diplomatic engagements.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provides timely, accurate, and proactive executive support to the Head of Mission, ensuring effective management of the Ambassador's schedule, correspondence, meetings, and official commitments.
2. High-quality interpretation and translation services between English and Hebrew are provided accurately, confidentially, and within agreed timeframes for meetings, correspondence, and official documents.
3. A well-maintained Records and Registry Management where Embassy records, files, and correspondence (electronic and hard copy) are maintained accurately, securely, and in accordance with records management policies and confidentiality requirements.
4. Actively contribute to all corporate requirements of the Mission, where required.

PERSON SPECIFICATION

In addition to a pass in Fiji School Leaving Certificate or Form Seven Examination (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience:

1. At least three (3) years' experience in an executive assistant, personal assistant, office administration, or similar role.

2. Experience in providing executive-level administrative support to senior managers or executives.
3. Experience in office administration, records management, and document control.
4. Experience organizing meetings, official events, travel, and logistical arrangements.
5. Experience working in a diplomatic mission, international organization, government agency, or multicultural work environment would be highly desirable.
6. Demonstrated experience in translation and interpretation between English and Hebrew.

Skills and Abilities:

1. Executive and office administration practices.
2. Records and information management principles.
3. Office procedures and administrative systems.
4. Diplomatic protocol and professional etiquette.
5. Government and diplomatic correspondence.
6. Meeting and event coordination.
7. Microsoft Office Suite and other office management software.
8. Ability to work as team with good customer service skills;
9. Capacity to utilize computer programs would be an advantage;
10. Good communications skills, both written and speaking

Language Requirements:

1. Excellent spoken and written English.
2. Excellent spoken and written Hebrew.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment must be of good character, with a proven background that demonstrates their past commitment to organisation policies and values. Applicants must also be in sound health, with a clean police record as the successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Fiji Embassy in Jerusalem shall be absolved from the payment of any related travel, relocation or billeting costs including the renewal of personal official documents for citizens from the host country. The Fiji Embassy is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criterion will be considered in assessing the relative suitability of applicants.

HOW TO APPLY:

To apply for the above role, please provide:

1. Application covering letter of no more than two pages;
2. Recent curriculum vitae (CV);
3. Certified Academic transcripts; and
4. At least three references (one either being a current or recent supervisor).

Please note that incomplete applications and applicants that do not meet the addressed KESA (Selection Criteria) will not be considered. Only shortlisted candidates will be notified of the date for the interview. If interested, please submit your application with the necessary supporting documents to info@fijiembassyjerusalem.com

CLOSING DATE OF VACANCY: 4:00 PM, Friday 21 August 2026 (FJT)