Manager of the Office of the President and the Director of the Israel Academy of Sciences and Humanities

The Israel Academy of Sciences and Humanities is the highest-ranking organization in Israel’s scientific community. It was established by law to bring together the top scientists and scholars living in Israel, nurture and advance scientific activity, and advise the government on matters of scientific research and planning of national importance.

Description of the Position of Manager of the Office of the President and the Director

- Comprehensive management of the entire office array, including management of many high-ranking interfaces inside and outside the institution
- Organizing meetings of the Academy Council and the General Assembly and attending them, preparing and distributing advance material, coordinating the meetings, taking the minutes, passing on decisions and following up on their implementation
- Comprehensive administrative management, including keeping the calendar and scheduling meetings, answering telephone calls and ongoing correspondence
- Handling activities and projects in the President’s Office as required
- Other tasks as needed

Requirements

- Academic degree
- Ability to multi-task and work under pressure; efficiency, meticulousness, thoroughness and organizational ability; coordination and follow-up
- Discretion in handling sensitive information
- Excellent interpersonal relations, maintaining a high standard of service in the work environment
- Ability to write and speak Hebrew and English at a very high level
- Previous experience and familiarity with the Israeli academic world an advantage
- At least three years’ experience in a senior administrative position

Additional Information

The position is full-time (100%). Starting date: immediate. Under the supervision of the Director of the Academy. Location of position: Jerusalem.

Please send CVs to Dganit Azar at dganit@academy.ac.il