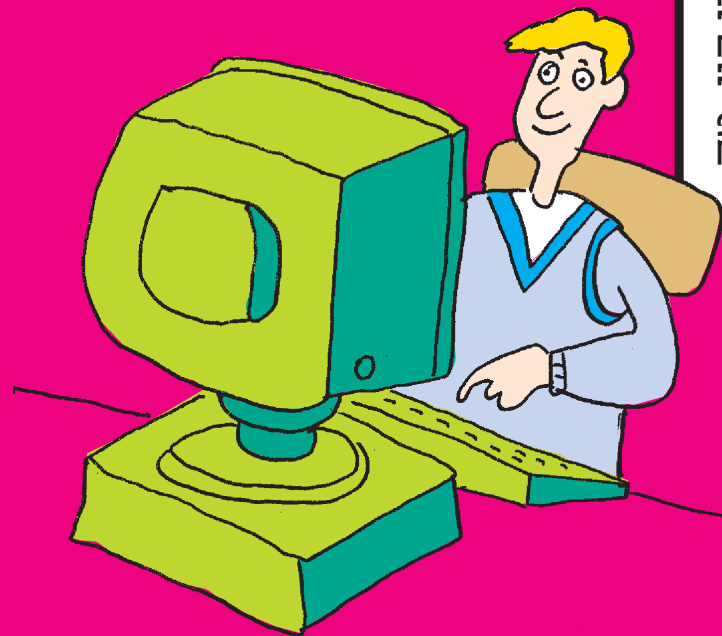




המשרד לקליטת העלייה
Ministry of Immigrant Absorption

ENGLISH

עובדי היי-טק



Computer and
Hi-Tech Professionals|

עיצוב: סודי הרצל

אנגלית

עובדי היי-טק



המשרד
לקליטת
העלייה



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Computer and Hi-tech Professionals

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The Computer and Hi-Tech Scene in Israel

Israeli hi-tech enjoys an international reputation for quality, talent, and know-how. Hi-tech products account for more than a quarter of all Israeli exports, and following the US and Canada, Israel has more hi-tech companies trading on the NASDAQ than any other country. Furthermore, many of the world's largest hi-tech companies have set up R&D and production facilities in Israel, and invest in Israeli companies. Approximately 15% of all worldwide Internet technologies originated in Israel.

Government policies in Israel support technical education, while national priorities place an emphasis on infrastructure planning and development throughout the country, especially in telecommunications and electricity generation. The Office of the Chief Scientist of the Ministry of Trade, Industry and Labor sponsors numerous programs that encourage applied research and development, and the establishment of technological start-up enterprises. Israeli universities, especially the Technion and the Weizmann Institute of Science, have been at the forefront of Israel's technological drive. Most Israeli enterprises, regardless of size, have computerized their management infrastructure, and almost every major company and institution has a Website.

At the same time it is important to note that Israeli hi-tech market is vulnerable to world trends and economic forces, as well as domestic fluctuations. As a result, varying degrees of opportunities exist at any given time.





This booklet is intended for a broad range of computer and hi-tech professionals. If you are an engineer, you may have to fulfill specific government requirements in order to work in your profession, as well as be listed in the Registry of Engineers and Architects. Some types of engineers must also obtain a license from the Ministry of Trade, Industry and Labor. For more information, contact the Unit for Registration of Engineers and Architects of the Ministry of Trade, Industry, and Labor (see Useful Addresses). You can also refer to the booklet entitled "Engineers," available from the Publications Department (see the order form at the back of this booklet).

Note: this is the fourth edition of this booklet, and hereby nullifies any previous editions. The information contained in this booklet is based on dated provided by various official sources. Details are subject to change. In case of any discrepancy, the regulations of the Ministry of Immigrant Absorption, the Ministry of Trade, Industry, and Labor, and other official bodies will prevail.



The Job Market



The hi-tech field in Israel offers career opportunities for qualified personnel in a wide range of specializations. However, it should be noted that demand fluctuates according to the needs of the job market and according to local and international influences on hi-tech in general. It is wise to equip yourself with a number of skills that could be applied to different types of jobs, and to keep yourself up to date with programs and technologies.

If you hold a degree or diploma, but have not yet accumulated experience, your options may be more limited, and you may have to devote a more intensive effort to your job search. This is particularly true for someone who does not have an academic degree, but has finished a computer course of some kind. Keep in mind also that as the number of graduates of local universities and technical colleges continues to climb, competition for jobs increases.

It is recommended to thoroughly research your prospects for finding work during your initial months following aliyah, if not before. Your prospects are also affected by your flexibility in terms of location, your ability to adapt your skills to other types of jobs, and how up-to-date your qualifications are. The greater your ability to expand and apply your skills, the more valuable you will become to a potential employer.



Finding a Job



There are a number of ways of going about finding a job in Israel. You can limit yourself to only one or two, but the more methods that you employ, the greater your chances of finding a suitable position.

Assistance from the Ministry of Immigrant Absorption

Your Ministry of Immigrant Absorption personal absorption counselor will work with you to devise an employment track that suits your needs. Assistance can include access to the Ministry's database of employment openings, referrals to training or retraining courses, and participation in salaries. Further, during your first year following aliyah, following the conclusion of Absorption Basket payments, you can receive assured income payments from the Ministry during your job search. To be eligible, you must register with your personal absorption counselor, and report to the counselor according to your personal employment program. Consult with a personal absorption counselor at a branch office of the Ministry of Immigrant Absorption for details.

The Center for Absorption in Science

The Center for Absorption in Science of the Ministry of Immigrant Absorption can assist qualified immigrants and returning residents that meet their definition of a scientist in obtaining suitable conditions for research and development work in Israel. New immigrants and returning residents who hold at least a Master's degree, and have prior research and/or development



experience, may be considered for assistance. The Center helps eligible immigrants find employment in institutions of higher education, research institutes, technological incubators, and in the commercial sector.

In most cases, computer and hi-tech professionals should apply for assistance through the Technology and Exact Sciences Division of the Center. The staff of the division arranges interviews with candidates, evaluates their professional experience, and explores employment possibilities. The Center facilitates the employment of immigrant scientists primarily by offering financial incentives to employers, and can also participate in the funding of new projects.

For more information, see the booklet entitled "Scientists and Researchers," available from the Publications Department. See the order form at the back of this booklet.

Scientists who are considering aliyah may consult with the Center while still overseas. See Useful Addresses.

Employment Centers for Olim

New immigrants who are searching for employment are invited to utilize the services of the Ministry of Immigrant Absorption's Employment Centers for Olim. The aim of the Centers is to assist you in finding employment suited to your profession and skills. Participants receive job-search tools and reinforcement of professional abilities in accordance with the assessment of professional staff.

Among the services offered are:

- Vocational assessment and development of a personalized job-search strategy.
- Hebrew proficiency assessment.



- Job-search tools such as professional Hebrew terminology, preparing a curriculum vitae (resume), and simulated job-interviews.

For more information, or to apply, consult your personal absorption coordinator at the nearest office of the Ministry of Immigrant Absorption. You can also apply directly to an Employment Center. See Useful Addresses.

More information is available from the Ministry of Immigrant Absorption Website www.moia.gov.il, and from the booklet entitled "Employment Centers for Olim," available from the Publications Department. See the order form at the back of this booklet.

The National Employment Service

The National Employment Service, a division of the Ministry of Industry, Trade, and Labor, is a government employment service. Assistance includes job placement and referrals to training courses. The Service differentiates between academics/ professionals and non-academics, and offers separate services, either in a separate unit of the Employment Service office, or on different premises. You can locate the office nearest you via the Employment Service Website: www.taa-suka.gov.il.

The first time that you go to an Employment Service office, bring with you a copy of your degree(s)/ diploma(s), your *te'udat oleh*, and your *te'udat zehut*. It is usually necessary to first have your degree certified by the Bureau for Evaluation of Overseas Degrees of the Ministry of Education (see below). You will also need to have a Hebrew version of your CV. If necessary, an Employment Service clerk can assist you in preparing a CV.



Note: in order to be eligible for unemployment compensation from the National Insurance Institute following your first year in the country it is necessary to register with The National Employment Service. During your first year you can receive assistance from the Ministry of Immigrant Absorption. See above.

Retraining Courses



There is a variety of training and retraining courses available for those experiencing difficulty in finding work in their profession. Your personal absorption counselor can refer you to government-administered courses, and it may also be possible to receive payment vouchers for courses offered by the private sector. Courses are also offered via the National Employment Service.

Keep in mind that courses are intended to boost your chances of finding employment. Should you find suitable work during the period of the course, it is recommended to accept it, and not count on the possibility of a second chance at a later date.

You can also choose to enroll in a private retraining course and assume the tuition fees yourself. Many programs claim to be designed for native English speakers, and will offer placement services, help in the job search, etc. Before signing up for any course, it is advisable to investigate the reputation of the course. Try to find out how many graduates have found jobs, and where, and whether the course teaches skills that are actually in demand. Try to speak to graduates of the course and ask whether the course did in fact boost their employment prospects. Note that personnel



departments and managers are usually aware of the quality of various courses, and what can be expected of their graduates.

Looking For Employment on Your Own



Beyond official sources of assistance, you are encouraged to look for work independently as well. There are a number of methods of going about a job search in Israel.

To start with, it is a rare company or institution in Israel that lacks a Website. Many of these sites post job openings, or can at least refer you to their personnel departments. Even if there are no openings listed, it may still be worthwhile to research the company and probe any niches you might fit. Be sure to do your on-line homework before a job interview as well.

There are a number of personnel companies and headhunting agencies throughout the country. You can find them on the Internet and listed in the *Dapei Zahav* (Yellow Pages) telephone directory. Many agencies also advertise their services in the help-wanted sections of the papers. A number of scientific and R&D enterprises recruit suitable personnel through these companies.

The immigrant organizations can also help you to locate prospective employers (see Useful Addresses). You can check the AACI's on-line Jobnet site (www.jobnet.co.il), which contains job listings for a variety of professions.

The press also advertises job openings. While the English-language newspapers carry some ads, the majority is in the Hebrew newspapers. Many ads



appear at least partially in English. You can also check out magazines and trade journals. They are often found on-line, or can be purchased in bookstores.

There are several yearbooks published in English dealing with industry in Israel. You can find many of them, as well as other related periodicals and newspapers at the Library of the Ministry of Science.

There are also numerous Websites devoted to computer and hi-tech employment in Israel. Some are maintained by organizations and others by private individuals. Entries such as "Israel + computer jobs," "Israel + hi-tech jobs," "Israel + computer organizations," etc., should lead you to a variety of helpful sites.

Hi-tech fairs and professional trade shows take place several times a year, in various locations throughout the country. Attendance at such events can give you the opportunity to network and make contacts. Personnel recruiters for hi-tech firms and representatives of placement agencies also often attend. Be sure to have plenty of copies of your C.V. with you to distribute.

Keep in mind that depending on your profession and skills, employment opportunities may exist outside of the actual computer and hi-tech spheres. Banks, hospitals, universities, organizations, and many other work settings are computerized, and often require personnel to develop and customize software for them, maintain their systems and provide technical support, and develop and maintain databases and Websites.

There is a growing number of technological colleges (*michlalot technolot*), which may offer employment opportunities for qualified instructors. Technical subjects are also taught in universities. Those interested in



teaching positions can apply directly to colleges and universities, which hire according to their own criteria. High-school teachers can apply directly to the individual schools as well. High schools, including vocational high schools, may choose their own teachers, but the Ministry of Education must approve their choices. Note that teachers must be able to speak Hebrew at a very high level. In fact, their command of the language must be superior to that of immigrants in most other professions. If you are considering teaching in Israel, it is necessary to consult with the Unit for Absorption of Immigrant Teachers of the Ministry of Education, as outlined in the booklet entitled "Teachers," available from the Publications Department (see the order form at the back of this booklet).

Finally, one of the more common ways to look for a job in Israel is by word of mouth. Let everyone you can know that you are looking for work, and follow up on any leads that they may offer. Some positions are filled before they are ever advertised.



Self-Employment and Entrepreneurship



Many immigrants find that going into business for themselves is the answer to their employment and financial needs.

Most self-employed individuals will say that one of the main benefits of being self-employed is freedom. Being your own boss gives you much more flexibility in setting your own hours, and the range or style of your own work, than you would enjoy as an employee.

On the other hand, being self-employed offers few guarantees. The lack of guaranteed workflow – and income – is probably the biggest single disadvantage to being self-employed.

Immigrant computer and hi-tech professionals are recommended to work for at least two or three years for a recognized company or institution before branching out on your own. Working in an established enterprise will help you to familiarize yourself with the local market, laws, bureaucracy, and business norms, as well as develop professional contacts.

Should you decide to become self-employed, and before taking any other steps, it is **essential** to seek professional accounting and legal advice. The laws and regulations affecting self-employed workers can be complicated and highly confusing if you try to tackle them alone. Trained professionals can make things much more clear and simple. This is true no matter what the scale of your operation. You might think you are saving money by handling everything on your own, but you could end up paying much more if you are audited



by the Income Tax authorities, or are unaware of deductions that may apply to you.

Once you have established your status as self-employed, you may be eligible for assistance from the Ministry of Immigrant Absorption. Assistance includes guidance and referrals, assistance in planning projects, subsidized loans, investment in special projects, and workshops. Professional business services are provided through the national network of Small Business Development Centers (MATI). For more information, contact your personal absorption coordinator a branch office of the Ministry of Immigrant Absorption. Information is also available on the Ministry of Immigrant Absorption Web site: www.moia.gov.il

Independent Contracting

Some computer and hi-tech companies are often willing to hire staff on an independent contract basis for specific projects on a long-or short-term basis. Other companies may hire contractors through placement agencies. Contractors may be offered workspace on the premises, or may be able to work at home. In some cases, the company will provide whatever computer software or hardware that is required for the project. The better your personal set-up, however, and the more up-to-date your tools are, the more attractive a contractor you will become. Contractors may or may not be able to set the terms of their employment on a project. As a contractor, you may be able to receive better monetary terms than in-house employees. On the other hand, you may not be eligible for the perks available to regular employees, such as company cars, social events, stock options, and other benefits.



Accreditation of Degrees and Diplomas



The Bureau for Evaluation of Foreign Academic Degrees and Diplomas (*HaLishka LeHa'arachat Toarim Academi'im VeDiplomot MiChul*) of the Ministry of Education is the accrediting body in Israel for all foreign degrees (see Useful Addresses). Although in most cases private-sector employers do not require accreditation of your degree, you will need to have accreditation if you are hired in the public sector.

Getting your academic degrees and diplomas from foreign institutions accredited in Israel can take time. It is suggested that you begin tending to the matter, including the translation of certificates, immediately upon your arrival in the country, or even before. Doing so will help to ensure that when you begin job hunting, you will be armed with the documents you need, translated into Hebrew and certified by the Bureau for Evaluation of Foreign Academic Degrees and Diplomas.

In order to obtain accreditation from the Bureau for Evaluation of Foreign Academic Degrees and Diplomas, you must take the following steps:

- Complete an application form. Forms are available at the Bureau for Evaluation of Foreign Academic Degrees and Diplomas (see Useful Addresses). Fill out only "Part A" of the form and attach the following documents:
 - An authenticated copy of the original degree certificate (diploma).
 - An authenticated copy of your university or college transcript from each institution where you have completed a degree. The transcript should include the following:



- * Date of registration, date of commencement of studies, date of completion of studies.
 - * A list of all courses taken and credit points received.
 - * A summary of courses and prior studies that were recognized by the institution and earned credit points.
 - * Location of studies.
- Certificates that attest to prior study.
 - Notarized Hebrew translations of the above documents, if the originals are in a language other than English.
 - Engineers should include a copy of their registration in the "Register of Architects and Engineers" ("*Pinkas HaMehandesim VeHaAdrichalim*"). To register, contact the Unit for Licensing & Registration of Engineers and Architects, (*Rishui VeRishum HaMehandesim VeHaAdrichalim*).
- Bring your *te'udat zehut* with you.
 - If you have changed your name, you will be required to include a marriage certificate or a notarized declaration of name change.
 - Submit the application form and all the relevant documents listed above. You must submit all originals and photocopies. The Ministry will return originals to you.

Following the submission of your documents, there is no need to approach the Ministry of Education and Culture in person. Your accreditation will be sent by mail.

The Ministry of Education does not grant accreditation for studies that were not completed. Accreditation is granted for the purpose of salary grade only.



Hebrew



While it is true that most hi-tech and computer professionals can manage with English alone – and, in fact, English can be a real advantage – it is still important to gain proficiency in Hebrew. When looking for a job, you must be able to negotiate effectively with prospective employers. In many cases, employers will demand at least a working knowledge of Hebrew. Once you are employed, the ability to communicate with colleagues will facilitate your integration in the workplace. Furthermore, meetings, lectures, seminars, and workshops are usually conducted in Hebrew.

Your ability to speak Hebrew can have a decisive impact on your job search. Hebrew proficiency is important when making contacts and during job interviews. Even if the work you end up doing is in your native language, you must still be able to communicate with your colleagues, prepare reports, and undertake other activities procedures that require Hebrew proficiency.

It is important to register at a Hebrew ulpan as soon as possible after obtaining new immigrant status in Israel. New immigrants are usually eligible to receive a subsidy of their ulpan study only within the initial 18 months following the date of aliyah.

In order to find out about ulpan options, consult your personal absorption counselor at a local office of the Ministry of Immigrant Absorption. Your counselor will confirm your eligibility for a subsidy of your ulpan study and refer you to non-residential, Ministry-approved ulpanim in your area.



In addition to regular ulpan *aleph*, a number of vocational ulpan options are available to professionals such as engineers. These ulpan programs emphasize professional Hebrew terminology. A number of them also assist students in writing a CV and preparing for job interviews. Consult with your personal absorption counselor at a branch office of the Ministry of Immigrant Absorption.

It is worth noting that in many public sector institutions, proof of completion of Hebrew ulpan can count towards six months of seniority (*vetek*) for the purposes of determining salary.

Note: for more information, consult the booklet entitled "A Guide to Ulpan Study," available from the Publications Department. See the order form at the back of this booklet.



Computer and Hi-Tech Studies in Israel



All technical and computer professions can be studied in Israel, either at the university level or at one of the colleges (*michlalot*), technical colleges (*michlalot technologiyot*), or private computer schools located throughout the country. Depending on the area and level of study, programs culminate in an academic degree, a technical degree or diploma, or a certificate verifying successful completion of a course. Length of study can range from a few months to several years.

Eligible new immigrants may be able to receive assistance from the Student Authority (*Minhal HaStudentim*). The Student Authority provides academic counseling, financial assistance, and other services to new immigrants who meet their requirements. For more information, consult the Student Authority (see Useful Addresses).



Glossary

People

New immigrant	<i>oleh hadash/olah hadasha</i>	עולה חדש/עולה חדשה
Personal Absorption Coordinator	<i>yoetz/yoetzet klita ishi/t</i>	יועץ/יועצת קליטה אישית

Places

The Center for Absorption in Science	<i>HaMercaz LeKlita BeMada</i>	המרכז לקליטה במדע
The Ministry of Immigrant Absorption	<i>HaMisrad LeKlitat HaAliya</i>	המשרד לקליטת העלייה
The National Insurance Institute	<i>HaMossad LeBituach Leumi</i>	המוסד לביטוח לאומי
The Student Authority	<i>Minhal HaStudentim</i>	מנהל הסטודנטים
The Ministry of Industry, Trade and Labor	<i>Misrad HaTa'asiya, Mischar VaAvoda</i>	משרד התעשייה, מחסר ועבודה
Account	<i>cheshbon</i>	חשבון
Authorization	<i>ishur</i>	אישור
File/Record	<i>tik</i>	תיק
Identity Card	<i>te'udat zehut</i>	תעודת זהות
Immigrant's Certificate	<i>te'udat oleh</i>	תעודת עולה
Passport	<i>darkon</i>	דרכון

Computer Terms

Access	<i>gisha</i>	גישה
Accessory	<i>avizar</i>	אביזר
Access method	<i>shitat gisha</i>	שיטת גישה
Adapter	<i>meta'em</i>	מתאם
Anti-virus	<i>tochnit hagana</i>	תוכנית הגנה
Application development	<i>pituach yisumim</i>	פיתוח יישומים
Arrow	<i>chetz</i>	חץ
Authoring	<i>ketivat yisumim</i>	כתיבת יישומים



Back-up	<i>gibui</i>	גיבוי
Bullet	<i>tavlit</i>	תבליט
Button	<i>kaftor</i>	כפתור
CAD/CAM	<i>TIBAM</i>	תיב"מ
CD (-ROM)	<i>taklitor</i>	תקליטור
CD drive (CD)	<i>konan taklitorim</i>	כונן תקליטורים
Cdraw	<i>tzorev</i>	צורב
Character	<i>tav</i>	תו
Chip	<i>shevav</i>	שבב
Command	<i>pekuda</i>	פקודה
Communications	<i>tikshoret</i>	תקשורת
Compatibility	<i>te'imut</i>	תאימות
Component	<i>rechiv</i>	רכיב
Computer	<i>machshev</i>	מחשב
Configuration	<i>tetzura</i>	תצורה
Connection	<i>chibur</i>	חיבור
Consultant	<i>yoetz</i>	יועץ
Control station	<i>tachanat bakara</i>	תחנת בקרה
Copyright	<i>zechut yotzrim</i>	זכות יוצרים
Crash	<i>nefila</i>	נפילה
Cursor	<i>saman</i>	סמן
Database	<i>basis netunim</i>	בסיס נתונים
Database server	<i>sharat basis netunim</i>	שרת בסיס נתונים
Data processing	<i>ibud netunim</i>	עיבוד נתונים
Data transmission	<i>shidur netunim</i>	שידור נתונים
Default	<i>breirat mehdal</i>	ברירת מחדל
Desktop PC	<i>nayad zair</i>	נייד זעיר
Design	<i>itzuv</i>	עיצוב
Development	<i>pitu'ach</i>	פיתוח
Disk	<i>disk</i>	דיסק
Display	<i>tzag</i>	צג
Document	<i>mismach</i>	מסמך
Dot	<i>nekuda</i>	נקודה



To download	<i>lehorid mehalInternet</i>	להוריד מהאינטרנט
Down time	<i>zman hashvata</i>	זמן השבתה
Dragging	<i>grira</i>	גרירה
Drive	<i>konan</i>	כונן
Edit/ing	<i>aricha</i>	עריכה
E-mail	<i>do'ar electroni</i>	דואר אלקטרוני
Encoding	<i>kidud</i>	קידוד
Engineer	<i>mehandes</i>	מהנדס
Error	<i>shgiya</i>	שגיאה
Fiber optics	<i>opticat siv</i>	אופטיקת סיב
Field	<i>sadeh</i>	שדה
File	<i>kovetz</i>	קובץ
File management	<i>nihul kvatzim</i>	ניהול קבצים
Floppy disk	<i>takliton, diskette</i>	דיסקט, תקליטון
Flowchart	<i>tarshim zrima</i>	תרשים זרימה
Folder	<i>tikiya</i>	תיקייה
Font	<i>gofan, font</i>	גופן, פונט
Format	<i>format, itzuv</i>	עיצוב, פורמט
Graphics	<i>graphica</i>	גרפיקה
Hard disk	<i>taklit kashiach</i>	תקליט קשיח
Hardware	<i>chomra</i>	חומרה
Help	<i>ezra</i>	עזרה
Hi-Speed Internet	<i>internet mahir</i>	אינטרנט מהיר
Home page	<i>daf bayit</i>	דף בית
Icon	<i>tzalmit, icon</i>	אייקון, צלמית
Information	<i>meida</i>	מידע
Information systems	<i>mearechot meida</i>	מערכות מידע
Input	<i>kelet</i>	קלט
Installation	<i>hatkana</i>	התקנה
Interactive	<i>interactivi</i>	אינטראקטיבי
Interface	<i>mimshak</i>	ממשק
Intranet	<i>reshet pnimit</i>	רשת פנימית
Key	<i>makash</i>	מקש



Keyboard	<i>mikledeṭ, luach makashim</i>	לוח מקשים, מקלדת
Key word	<i>milat mafteach</i>	מילת מפתח
Laptop computer	<i>machshev nayad</i>	מחשב נייד
Laser printer	<i>madpeset laser</i>	מדפסת לייזר
LCD Screen	<i>masach dak</i>	מסך דק
Library	<i>sifriya</i>	ספרייה
Link	<i>chibur</i>	חיבור
List	<i>reshima</i>	רשימה
Memory	<i>zikaron</i>	זיכרון
Memory card	<i>cartis zikaron</i>	כרטיס זיכרון
Menu	<i>tafrit</i>	תפריט
Microprocessor	<i>meekro-meabed</i>	מיקרו־מעבד
Modem	<i>modem</i>	מודם
Monitor	<i>matzeg</i>	מצג
Motherboard	<i>luach em</i>	לוח אם
Mouse	<i>achbar</i>	עכבר
Multimedia	<i>mooltimedia</i>	מולטימדיה
Network/s	<i>reshet/reshatot</i>	רשת/ות
Networking	<i>chibur lereshet tikshoret</i>	חיבור לרשת תקשורת
Operating system	<i>mearachet hafala</i>	מערכת הפעלה
Operation	<i>peula</i>	פעולה
Operations	<i>tif'ul</i>	תפעול
Operator	<i>maf'il</i>	מפעיל
Output	<i>pelet</i>	פלט
Password	<i>sisma</i>	סיסמה
Path	<i>derech, ma'avar</i>	דרך, מעבר
Patent	<i>patent</i>	פטנט
Pixel	<i>pixel</i>	פיקסל
Portable	<i>nayad</i>	נייד
Printer	<i>madpeset</i>	מדפסת
Print/ing	<i>hadpasa</i>	הדפסה
Procedure	<i>nohal</i>	נוהל



Production program	<i>tochnit yitzur</i>	תוכנית ייצור
Program	<i>tochnit</i>	תוכנית
To Program	<i>letachnet</i>	לתכנת
Programmer	<i>tochnitan/metachnet</i>	מתכנת/תכניתן
Programming	<i>tichnut</i>	תכנות
Programming languages	<i>sfat tichnut</i>	שפת תכנות
Project	<i>proyekt</i>	פרוייקט
Projection	<i>hakrana</i>	הקרנה
Projector	<i>makren</i>	מקרן
Properties	<i>meafyenim</i>	מאפיינים
Protocol	<i>protocol</i>	פרוטוקול
Quality assurance	<i>avtachat eichut</i>	אבטחת איכות
Random access memory (RAM)	<i>zikaron gisha akra'it (raam)</i>	זיכרון גישה אקראית (ראם)
Real time	<i>zman emet</i>	זמן-אמת
Research and development	<i>mechkar u'pituach</i>	מחקר ופיתוח
Restart	<i>itchul</i>	איתחול
Restore	<i>shichzur</i>	שחזור
Retrieval	<i>ichzur</i>	אחזור
Run	<i>haratza</i>	הרצה
To save	<i>lishmor</i>	לשמור
Satellite	<i>lavyan</i>	לוויין
Scanner	<i>sorek</i>	סורק
Screen	<i>masach</i>	מסך
Scrolling	<i>glila</i>	גלילה
Scroll bar	<i>pas glila</i>	פס גלילה
Search	<i>chipus</i>	חיפוש
Search engine	<i>manoa chipus</i>	מנוע חיפוש
Security	<i>avtacha</i>	אבטחה
Semiconductor	<i>molich lemechetza</i>	מוליך למחצה
Server	<i>sharat</i>	שרת
Service	<i>sherut</i>	שירות
Service bureau	<i>lishkat sherut</i>	לשכת שירות



Shut down	<i>kibui</i>	כיבוי
Site	<i>atar</i>	אתר
Slash	<i>kav natui</i>	קו נטוי
Sleep	<i>matzav hamtana</i>	מצב המתנה
Software	<i>tochna</i>	תוכנה
Software engineer	<i>mehandes tochna</i>	מהנדס תוכנה
Software language	<i>sfat tochna</i>	שפת תוכנה
Sort	<i>miyun</i>	מיון
Sound	<i>kol, sound</i>	קול, סאונד
Soundblaster/ Speakers	<i>ramkolim</i>	רמקולים
Sound Card	<i>kartis kol</i>	כרטיס קול
Speed	<i>mehirut</i>	מהירות
Spreadsheet	<i>gilayon electroni</i>	גיליון אלקטרוני
Standart	<i>teken, standart</i>	תקן, סטנדרט
Storage	<i>ichsun, agira</i>	אכסון, אגירה
Subdirectory	<i>tat-sifriya</i>	תת־ספרייה
Subgroup	<i>tat-kvutza</i>	תת־קבוצה
Surfing (the Internet)	<i>glisha</i>	גלישה
System	<i>me'arechet</i>	מערכת
System administer	<i>menahel reshet</i>	מנהל רשת
Systems analyst	<i>menate'ach ma'arachot</i>	מנתח מערכות
Systems programmer	<i>tochnitan/metachnet ma'arachot</i>	תכניתן מערכות/ מתכנת
Table	<i>tavla</i>	טבלה
Technical support	<i>temicha technit</i>	תמיכה טכנית
Technical writer	<i>katav techni</i>	כתב טכני
Technology	<i>technologia</i>	טכנולוגיה
Telecommunications	<i>telecommunicatzia</i>	טלקומוניקציה
Test run	<i>ritzat nisui</i>	ריצת ניסוי
Three-dimensional	<i>tlat-memadi</i>	תלת־ממדי
Title bar	<i>pas koteret</i>	פס כותרת
Tool/s	<i>kli/kelim</i>	כלי/ים



Toolbar	<i>sargel kelim</i>	סרגל כלים
Transaction	<i>tnua</i>	תנועה
Typing	<i>haklada</i>	הקלדה
Upload	<i>leha'alot leInternet</i>	להעלות לאינטרנט
User	<i>mishtamesh</i>	משתמש
User friendly	<i>yediduti lemishtamesh</i>	ידידותי למשתמש
Video Card	<i>cartis video</i>	כרטיס וידאו
Virtual reality	<i>metziut meduma</i>	מציאות מדומה
Virus	<i>veeroos</i>	וירוס
Web site	<i>atar Internet</i>	אתר אינטרנט
Word processing	<i>ibud tamlilim</i>	עיבוד תמלילים
Window	<i>chalon</i>	חלון
Wireless	<i>alchuti</i>	אלחוטי
ZIP Drive	<i>konan zip</i>	כונן זיפ



Useful Addresses and Telephone Numbers

Telephone numbers and some addresses change frequently in Israel. Consult the latest telephone directory or information operator if you do not reach a number listed here. When a telephone number has been changed, there may not be a recorded message noting the change. Thus, if the number continues to be unanswered, check whether it is still in use.



Address

Telephone/Fax

Ministry of Immigrant Absorption

Selected list

www.moia.gov.il

info@moia.gov.il

National Telephone Information Center

(03) 9733333

Main Office

2 Rehov Kaplan
Kiryat Ben Gurion
POB 13061
Jerusalem 91130

Public Inquiries

(02) 6752765

Returning Residents Division

(02) 6750365

2 Rehov Kaplan
Jerusalem

Entrepreneurs Division

(02) 6752625



Address _____ Telephone/Fax _____

Jerusalem and Southern District Headquarters

(Also the Student Authority)

15 Rehov Hillel (02) 6214555
Jerusalem 94581 Fax: (02) 6222807
Publications Department Tel/Fax: (02) 6241585

Student Authority

Department of Academic Studies (02) 6214601
English Desk (02) 6214589
Fax: (02) 6242130

naomis@moia.gov.il

Haifa and Northern District Headquarters

(Also the Student Authority)

15 Sd. HaPalyam (04) 863111
Haifa 33095

Student Authority (04) 8631161

Tel Aviv and Central District Headquarters

(Also the Student Authority)

6 Rehov Esther HaMalka (03) 5209111
Tel Aviv 64398 Fax: (03) 5209153

Student Authority (03) 5209155
Fax: (03) 5209178

Beer Sheva and Negev District Headquarters

(Also the Student Authority)

Beit Oshira (08) 6261231/228/230
31 Rehov Zalman Shazar Fax: (08) 6261240
Beer Sheva 84105

Student Authority (08) 6261231
Fax: (08) 6261240



Address Telephone/Fax

Center for Absorption in Science

(HaMercaz LeKlita BeMada)

2 Rehov Kaplan Fax: (02) 6752664
POB 13061
Jerusalem 91130

Technology and Exact Sciences
Division (02) 6752707/2603
E-mail: nunub@moia.gov.il

Life and Medical Sciences Division (02) 6752767/8
E-mail: yoelb@moia.gov.il

Social Sciences Division (02) 6752607/9
E-mail: yannag@moia.gov.il

Employment Centers for Olim

116 Derech Menachem Begin (03) 5614645
Beit Kalka
Tel Aviv

131 Sderot HaMeginim (04) 8510697
Haifa

5 Rehov HaMemGimmel (02) 5371186
Jerusalem

3 Sderot HaYe'elim (08) 6105721
Beer Sheva

30 Rehov Moshe Dayan (09) 76666322
Cfar Sava



Address	Telephone/Fax
1 Rehov Shavei Tzion Ashdod	(08) 8522277

Bureau for the Evaluation of Foreign Academic Degrees and Diplomas

The Ministry of Education
www.education.gov.il
diplome@education.gov.il

2 Rehov Devorah Jerusalem	(02) 5602853
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71 Rehov Jabotinsky Ramat Gan 52544	(03) 6931856/7
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Ministry of Industry, Trade and Labor

www.tamas.gov.il
30 Rehov Agron
POB 299
Jerusalem 91002

The Ministry of Science and Technology

www.most.gov.il
HaKiryia HaMizrachit Building 3
P.O.B. 49100
Jerusalem

National Employment Service

www.taasuka.gov.il
Central Bus Station
224 Rehov Yaffo
Jerusalem



Address	Telephone/Fax
125 Derech Begin Tel Aviv	(03) 7634111
17 Rehov Tzahal Kiryat Eliezer Haifa	(04) 8136600
4 Rehov HaTikva Beer Sheva	(08) 6264164

For more locations, see the National Employment Service Website, or contact your municipal information line (105/6/7).

MATIMOP – Israel Industry Center for R&D

(Mercaz Ta'asiya Yisraelit LeMechkar U'Pituach)

www.matimop.org.il

rdinfo@matimop.org.il

29 Rehov HaMered Tel Aviv 68125	(03) 5118111
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Tnufa

www.invent.org.il

29 Rehov HaMered Tel Aviv 61500	(03) 5165044
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BASHAN

29 Rehov HaMered Tel Aviv 61500	(03) 5165044
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Address

Telephone/Fax

Technological Incubators

www.incubators.org.il

E-mail: incubators@actcom.co.il

29 Rehov HaMered

(03) 5103941

Tel Aviv 61500

Industrialists Association of Israel

(Hitachdut HaTa'asiyanim BeYisrael)

www.industry.org.il

amnon@industry.org.il

Beit Hata'asiya

(03) 5198745/818

29 Rehov HaMered

Tel Aviv 68125

Kibbutz Industry Association MANOF – Kibbutz Industrial Zone

(Igdut HaTta'asayah HaKibbutzit,

Azor HaTa'asiya HaKibbutzit)

13 Rehov Leonardo DaVinci

(03) 6955413

POB 40012

Tel Aviv 61400

Unit for Registration of Engineers and Architects

(HaYechida LeRishum HaMehandesim

VeHaAdrichalim)

aeai@netvision.net.il

86 Derech Petach Tikva

(03) 5634271/164

POB 36049

Fax: (03) 5612295

Tel Aviv 61360



Address

Telephone/Fax

Unit for Electricity and Electronics

(HaYechida LeChashmal VeLeElectronica)

Ministry of Trade, Industry and Labor (02) 6294945

30 Rehov Yaffo

Jerusalem

Small Business Development Centers

National Information Line

1-700-700-605

English-Speaking Immigrant Organizations

Association of Americans and
Canadians in Israel (AACI)

www.aaci.org.il

info@aaci.org.il

6 Rehov Mane
Jerusalem 92227

(02) 5617151

Fax: (02) 5661186

76 Rehov Ibn Gvirol
POB 16266
Tel Aviv 61162

(03) 6965244/65/6/7

Fax: (03) 6967049

28 Rehov Shmuel HaNatziv
Netanya 42281

(09) 8330950

Fax: (09) 8629183

Matnas "Yud Aleph"
Rehov Mordechai Namir
Beer Sheva 84483

(08) 6433953

(08) 6434461



Address Telephone/Fax

UJIA Israel (Incorporating Olim
from Britain, Australia,
and New Zealand)

76 Rehov Ibn Gvirol (03) 6965244/65/6/7
POB 16266 Fax: (03) 6967049
Tel Aviv 61162
Israel@UJIA.org.il

6 Rehov Mane (02) 5617151
Jerusalem 92227 Fax: (02) 5661186
E-mail: jerusalem@ujia.org.il

Mercaz Klita (04) 9904232
P.O.B. 348
Carmiel
E-mail: karmiel@ujia.org.il

South African Zionist Federation

www.telfed.org.il
telfed@inter.net.il

Head Office (09) 7446110
19/3 Rehov Schwartz Fax: (09) 7446112
First Floor
Ra'ananna 43212

13 Sderot Ben Maimon (02) 5634822
Jerusalem 92223 Fax: (02) 5663193



Address

Telephone/Fax

ESRA – English Speaking
Residents Association

www.esra.org.il

esra@trendline.co.il

POB 3132

Herzliya 46104

(09) 9580632

Fax: (09) 9581583





Other Available Publications

The following booklets are available from the Publications Department. To order, simply indicate the booklets you wish to receive and return the order form to the Publications Department, English Section, Ministry of Immigrant Absorption, 15 Rehov Hillel, POB 13061, Jerusalem 91130. The publications will be mailed to you free of charge.

- Guide for the New Immigrant
- The Absorption Basket
- Employment
- Employment Guidance Centers
- Education
- First Steps
- Guarding Your Health in Israel
- A Guide to Services for the Disabled
- A Guide to Transportation in Israel
- A Guide to Ulpan Study
- Health Services in Israel
- Housing
- The Life Cycle in Israel
- Military Service
- National Insurance Institute
- Retirees
- Accountants
- Artists, Writers, and Athletes
- Computer and Hi-Tech Professionals
- Engineers and Architects
- Lawyers
- Medical Professionals
- Nurses
- Psychologists
- Scientists and Researchers
- Social Workers
- Teachers
- Assistance to Victims of Enemy Actions
- Registering for a Health Fund
- Information for Olim Newspaper
- Shiluv Magazine

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A moment of your time!

In order to improve the level and usefulness of the material presented in this booklet, we would appreciate it if you would answer the following questions:

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Please send the completed questionnaire to the Ministry of Immigrant Absorption, Publications Department, English Section, 15 Rehov Hillel, Jerusalem, 94581, or by fax to (02) 6241585. You can also place this questionnaire in the public suggestions box at an office of the Ministry of Immigrant Absorption nearest you.

Thank you for your cooperation. Best wishes for an easy and successful absorption!

