

## **JOB DESCRIPTION - CONSULAR OFFICER**

### **Embassy of the Kingdom of the Netherlands in Hungary**

#### **Job description**

Job title: **Consular Officer**  
Mission: **Embassy of the Kingdom of the Netherlands in Hungary**  
Job level: **06**  
Duration of employment: **One year, with the possibility of extension.**  
Number of hours: **37.5 hours per week**  
Start date: **To be agreed**

#### **General features of the job**

- Processing consular applications and requests
- Providing consular assistance to Dutch nationals in Hungary
- Communicating with applicants, Dutch citizens, Hungarian authorities and colleagues within the Ministry of Foreign Affairs
- Maintaining consular records, files and payments accurately and with integrity
- Contributing to the smooth functioning and improvement of consular work processes

#### **DUTIES AND RESULT AREAS**

This vacancy regards a temporary position covering maternity leave.

Description of duties:

- Processing passports, naturalisation requests, short-stay visas and Provisional Residence Permit (MVV) applications;
- Checking documentation for accuracy and completeness;
- Registering applications in the relevant consular systems;
- Answering consular questions in a customer-friendly manner;
- Processing consular certificates, verification requests and emergency travel documents,
- Managing consular payments accurately and with integrity;
- Maintaining consular records and archives in an orderly and transparent way;
- Providing support in social consular cases, such as stranded Dutch nationals or prisoner support;
- Visiting Dutch detainees in Hungary when required;
- Advising on travel advisories for Hungary;
- Identifying consular trends, irregularities or problems and reporting them to the line manager;
- Contributing to improvements in consular procedures and organisation;
- Taking minutes and recording action points during internal consular meetings;
- Carrying out simple translation assignments when necessary.
- Supporting continuity within the operational and consular team, including replacement support for general affairs tasks when required.

#### **WORKING ENVIRONMENT**

The employee will work for the Dutch Embassy in Budapest. The Embassy is a mid-sized Embassy with a diverse staff of 16 and is situated in a modern office building in the centre of Budapest on the Buda side. The working environment is open, informal, trusting and focused on achieving results. Team spirit is a key value. The Consular Officer will be part of the operational team. This team consists of the operational manager, management support staff, drivers, general affairs and

financial staff, and the Consular Officer. The Consular Officer reports to the operational manager as head of the consular section.

## **JOB REQUIREMENTS**

The position requires secondary vocational level education and some relevant work experience.

Knowledge and areas of experience:

- Command of both English and Hungarian
- Knowledge of Dutch is strongly recommended
- Good administrative, organizational and coordination skills;
- Knowledge of MS Office programs;
- Strong intercultural awareness;
- Knowledge of general policy principles concerning movement of people, migration and consular affairs is useful;
- Strong communication skills with internal and external contacts at different levels
- Ability to balance empathy with assertiveness;
- High standards of discretion, integrity, reliability and accuracy when handling documents, systems and confidential information;
- Customer focused and service-oriented attitude;
- A high regard for privacy and integrity;
- Ability to identify problems and contribute constructively to solutions;
- Ability to plan, organise and work under pressure, while remaining flexible in organising one's own work in response to unexpected consular emergencies;
- Flexible and able to work well with others, including in support of wider operational and general affairs tasks when required.

We are looking for an enthusiastic and proactive colleague who is open to a varied full-time role of 37.5 hours per week. The ideal candidate has strong interpersonal skills, works accurately, and can deal with different kinds of people, questions and problems in a calm and professional manner. This vacancy is for the temporary replacement of a colleague on maternity leave. The initial contract is for one year, with the possibility of extension for a second and third year.

**Gross salary:** between *651,475 and 803,485 HUF* per month, depending on experience, plus a 13th month salary.

## **LETTER OF INTEREST**

Please send your letter of interest and CV in English to [bdp@minbuza.nl](mailto:bdp@minbuza.nl), not later than May 24, 2026. You can address the letter to Embassy of the Kingdom of the Netherlands.

## **CONTACT**

For more information or questions, please contact our operational manager, Frenk de Bie [frenk-de.bie@minbuza.nl](mailto:frenk-de.bie@minbuza.nl) or +36 20 337 2687