

JOB DESCRIPTION POLICY SUPPORT OFFICER (50%)

Embassy of the Kingdom of the Netherlands in Hungary

Job description

Job title: **Policy Support Officer (50%)**
Mission: **Embassy of the Kingdom of the Netherlands in Hungary**
Job level: **07**
Duration of employment: **one year with the possibility to extend**
Number of hours: **18.75**
Start date: **As soon as Possible**

General features of the job

- Assessing and processing project proposals in the field of Human Rights and Rule of Law
- Project administration, monitoring and follow up
- Providing logistical and administrative support to the policy team

DUTIES AND RESULT AREAS

Description of duties:

- Assess and process project proposals
- Outreach to potential new partners
- Liaise with government institutions, NGOs, courts, and community groups
- Contribute to the development and maintenance of an NGO/CSO network
- Administrative and organisational tasks, including:
 - Handling and filing project dossiers
 - Maintaining and updating contact databases
 - Communication with external partners and stakeholders
- Track project progress using indicators and reporting tools
- Evaluate donor reports
- Evaluate impact and recommend improvements
- Ensure compliance with donor rules and procurement procedures
- Prepare meetings and missions
- Ensure activities align with organizational goals and donor requirements
- Promote the Embassy's activities in this field on social media

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 Policy Support Officer will be part of the political cluster of the Embassy, led by the Deputy Head of Mission. All employees work in an open office space. Working remotely is not possible.

JOB REQUIREMENTS

Knowledge and areas of experience:

- Result-oriented and flexible team player;
- Willingness and ability to carry out routine and administrative tasks;
- Basic knowledge of human rights issues relevant to Hungary;
- Familiarity with the civil society (CSO) sector;
- Awareness of current political and societal developments in Hungary;
- Strong attention to detail;
- Professional profile, diplomatic awareness;
- High standards of discretion, integrity and confidentiality;
- Good overview of procedures, with a proactive and constructive attitude towards improving them;
- Excellent networking capacities;
- Strong command of Hungarian, as well as English, both spoken and in writing. Knowledge of Dutch is an asset;
- Proficiency in Microsoft Office (Word, Excel, Outlook).

We are looking for an enthusiastic, proactive colleague who takes responsibility and is a team player. The position is newly set up and is parttime (50%) with an initial contract for one year. Flexibility is expected, working hours are not necessarily limited to regular office hours.

Gross salary: between 370.650 - 555.975 HUF/month + 13th month, depending on experience.

LETTER OF INTEREST

Please send your letter of interest and CV in English to bdp@minbuza.nl, not later than 27 April 2026. You can address the letter to Embassy of the Kingdom of the Netherlands.