

Policy Officer – Political Affairs & Rule of Law

Embassy of the Kingdom of the Netherlands in Budapest

Job level: 08

Hours: 37.5 per week

About the role

As Policy Officer – Political Affairs & Rule of Law, you will be the embassy's expert on political developments and the rule of law in Hungary. You will closely follow national and international trends, analyse their impact on Dutch interests, and translate these insights into concrete policy proposals and activities.

You work within the political cluster of the Dutch Embassy in Budapest, under the guidance of the Head of the Political Department / Deputy Head of Mission. You operate with a high degree of autonomy, while regularly coordinating with colleagues in Budapest and The Hague.

What you will do

- Monitor, interpret and explain political and rule of law developments in Hungary, in both national, EU and international context.
- Translate Dutch policy priorities into realistic, context-specific plans for the embassy, and ensure their implementation.
- Assess the feasibility and potential impact of actions or decisions, including reputational risks for the Netherlands.
- Contribute to the fund management of human rights related projects.
- Build and maintain a strong network with relevant stakeholders (civil society organisations, think tanks, academia, and other partners).
- Act as point of contact for these stakeholders and represent the embassy at lectures, conferences and other events; report on these in a clear and concise manner.
- Prepare and organise meetings, missions and public diplomacy activities, including logistical and administrative support.
- Actively share knowledge, information and ideas within the embassy and with partners, and be visible as a key source of expertise on political and legal matters.

Working environment

You will be part of a mid-sized, cultural inclusive and diverse team of 16 colleagues at the Dutch Embassy in Budapest, located in a modern office building on the Buda side. The working culture is open, informal and focused on achieving results. The working language is English. Team spirit, mutual trust and professionalism are central values. The Policy Officer is part of the political cluster led by the Deputy Head of Mission. All employees work in an open-plan office. Remote working is not possible.

Expected results

In this role, you are expected to:

- Deliver concrete, realistic and locally tailored policy plans based on Dutch priorities.
- Produce well-structured reports and analyses that clearly reflect Dutch policy objectives.
- Organise and support meetings, missions and activities in line with agreed timelines, quality standards and budgets.
- Handle requests from internal and external partners accurately, on time and in coordination with others.
- Contribute to the embassy's annual plan through timely delivery of plans and reports, and monitor and evaluate their implementation.
- Identify and follow up on relevant signals from politics, society, the judiciary and civil society (including NGOs and think tanks). Monitor effectiveness of institutional checks and balances.
- Position yourself, internally and externally, as a knowledgeable and reliable partner on political and rule of law issues.
- Build, maintain and actively use a relevant professional network.
- Keep systems and administration in good order.

Who you are

You are a motivated professional with a strong interest in diplomacy, politics and the rule of law. You recognise yourself in the following:

- Client-oriented and service-minded.
- Strong planning and organisational skills.
- Politically and socially aware; you quickly understand your environment and stakeholders.
- Excellent analytical and communication skills, both written and oral.
- Skilled networker who builds and maintains relationships with ease.
- Creative and solution-oriented; you can think of new ways to achieve policy objectives.
- Flexible and willing to work in evenings or weekends occasionally.
- A committed team player who contributes to a positive and cooperative working atmosphere.

Knowledge and skills

- Master's degree in political science, human rights, law or a related field.
- At least 5 years of relevant experience in political and legal affairs, international relations and/or EU affairs.
- Solid knowledge of human rights issues relevant to Hungary and familiarity with the civil society (CSO) sector.
- Demonstrated awareness of current political and societal developments in Hungary.
- Strong analytical skills and excellent written and oral communication.
- High attention to detail and a professional, diplomatic attitude.
- High standards of discretion, integrity and confidentiality.

- General knowledge of public communication and public information.
- Ability to identify and analyse developments and problems and to formulate clear advice.
- Experience representing an organisation externally, in writing and orally.
- Experience in preparing and coordinating meetings, missions and public diplomacy products.
- Ability to draft advisory reports and notes and to develop policy products in a process-oriented way.
- Ability to develop, promote and defend policy, new ideas and concepts.
- Track record in delivering policy products and ensuring their follow-up and implementation.
- Excellent networking capacities.
- Strong command of Hungarian and English, both spoken and written; knowledge of Dutch is an asset.
- Proficiency in Microsoft Office (Word, Excel, Outlook).

Gross salary: Between 843,512 HUF brut - 1,265,268 HUF brut + 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 30 October 2026. You can address the letter to Embassy of the Kingdom of the Netherlands.