

**The Swedish Embassy in Budapest is currently seeking a
POLICY OFFICER
to work in the Embassy's political section before and during
the Hungarian Presidency of the EU.**

Main duties and responsibilities:

- Work with EU related issues, such as analyzing Hungarian positions regarding various EU councils and send reports to Stockholm.
- Independently conduct projects to promote Swedish culture and values in Hungary.

Tasks will typically include:

- Contributing to regular Embassy reporting.
- Responding to requests for information from Stockholm concerning Hungarian policies on EU-related issues including research and writing reports.
- Assisting in arranging programmes of meetings for Swedish officials visiting Hungary.
- Having and developing a good network of contacts with Hungarian officials and elsewhere. Identifying and maintaining contacts with Hungarian representatives for each issue at all levels, from Ministers and State Secretaries to Desk Officers.
- Providing assistance, as required, to the Ambassador and other diplomats regarding for instance interpretation and translation.

Key skills, experience and knowledge required:

- Excellent English and Hungarian (spoken, written)
- Proficiency in Swedish is a strong advantage
- Good knowledge and experience of working with EU related issues
- Relevant University degree
- Communication skills
- Initiative
- Efficiency
- Flexibility
- Ability to work independently and be proactive in developing your portfolio
- Strong team working and interpersonal skills

Salary is negotiable according to your skills and experience. The Embassy is flexible regarding starting time and working hours (part time or full time) and will decide this together with the selected Policy Officer.

The Swedish Embassy is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability or age.

Please send your CV along with a letter explaining why you want this job and what you would bring to it, together with two references in strict confidence to:
ambassaden.budapest@foreign.ministry.se

or

Human Resource Officer
Swedish Embassy
Kapás utca 6-12
1027 Budapest

Closing Date: 02 July 2010

Please send any further enquiries to the above e-mail address.