

Job description

Comments

1. With a view to simplification, each job description is written in the masculine but applies to every employee regardless of gender (accessible to M/F/X).
2. The job description lists the roles, examples of tasks and minimum skills, which are not exhaustive.
 - The post of assignment can make changes to the job descriptions within the limits stipulated by the job description's instructions for personnel recruited locally. This should be done either during the recruitment phase, or in the frame of the evaluation cycles (function and/or performance interview).
 - If necessary, the post may, at any time, require a specific role or task to be carried out that has not been provided for in the job description but which is necessary for the correct functioning of the post.

1. Identification data

Job title	<i>University-level operative / diplomatic fields</i> (The policy areas applicable to the operative are to be specified in section 8 – bi/multilateral, cooperation, consular, public diplomacy etc.)	
Pay Scale (PS)	<i>PS 6</i>	
Employer	Belgian State	Post of assignment:Embassy of Belgium in Budapest

2. Main roles. The pre-defined roles in this section may not be modified. Nevertheless, they may be subject to comments in section 8 (see instructions)

a) As a "knowledge manager":

Search for, gather, archive, if necessary translate and analyse in a permanent way relevant information obtained via all available means

in order to monitor the evolutions in the post's fields of activity or interest and acquire or reinforce knowledge in these fields.

Examples of tasks

- Search for or gather and archive in an accessible manner the relevant information found: in the media; via formal or informal, internal and external contact points; on the website (intranet and internet) or in regulations/reports/the Department's various notes, on other websites; in national and international reports, in the work of international organisations, in discussion forums, etc.
- Participate in symposiums/events organised by third parties (chambers of commerce, various consultants, etc.) in order to widen the post's network of contacts and collect useful information.
- If necessary, translate documents/information and/or write summaries in order to make them quickly accessible to the post's and the Department's staff members.
- Gather various key elements in a coherent whole, analyse them and establish relevant links between source information and various content.
- Provide colleagues and the head of post with the results of the analyses.
- Note/summarize/archive the cases/situations experienced by the post as well as all relevant information with regard to local law and its application in order to contribute to maintaining the post's memory.
- Keep country sheets, consular instructions, information about local law, lists of useful contacts and/or all other useful databases up-to-date.
- ...

b) As a "file manager":

Ensure the daily follow-up of the entrusted files

in order to help define the position of Belgium and secure its place in the receiving State or international organization, and to help defend the interests of Belgium, of its nationals and where relevant of its partners linked to the treated files.

Examples of tasks

- Follow the current events in the receiving State or the developments within the receiving international organization with regard to the treated files, in particular by consulting the relevant publications and by taking part in meetings, briefings, conferences, receptions...
- Write summaries or reports and make analyses for inclusion in the files.
- Use the information from different sources in order to obtain coherent conclusions and propose potential decisions or actions taking into account the various options.
- Organize/contribute to the organization of internal and/or external

	<p>meetings in order to inform the participants on the state of the files being handled and advance them towards optimal solutions in accordance with the other actions carried out by the post, the Department and/or the potential partners.</p> <ul style="list-style-type: none"> • Coordinate and follow up possible financial contributions by Belgium to funds, projects or programmes in the framework of these files. • Contact the Department and/or the competent authorities in the receiving State or international organization for informal or formal consultation about the treated files. • Regularly provide factual information of the Department by means of reports submitted for signature to the head of post. • Contribute to the writing and regular updating of the post's periodical reports for the parts that are relevant to these files and within its area(s) of competence. • ...
<p>c) As an "expert/specialist":</p>	
<p>Analyse and interpret certain questions relating to the national and international political situation, the socio-economic situation and the development of the receiving State or treated by the receiving international organisation, and study the perception of Belgium in the receiving State or within the receiving organisation</p> <p>in order to inform, under the authority of the line manager, the Belgian authorities on topical issues and on evolutions in various areas of expertise, allow them to efficiently adapt their position and actions on the international scene and to promote the development of good relations with the receiving State or international organization.</p>	
<p>Examples of tasks</p>	<ul style="list-style-type: none"> • Draw up reports or notes on specific questions for the head of post or for the Department • Draw adequate conclusions from the analyses and suggest alternatives, bring in innovative ideas • Express an initial opinion and/or make proposals for specific questions at the request of the head of post or the Department • Participate in conferences, seminars addressing issues within his field(s) of competence • Develop a network of persons who could potentially provide all the information required • Assist the head of post or other diplomatic staff in demarches concerning the entrusted files and/or areas of expertise • ...

3. Complementary roles. The pre-defined roles in this section may be deleted, replaced or completed by other roles or be commented on in section 8 (see instructions)

a) As a "negotiator":

Contribute to promoting, with regard to the entrusted files and under the supervision of the head of post or other diplomatic staff, the interests of Belgium, of its nationals and where appropriate of its partners in bilateral or multilateral negotiations

In order to obtain realistic compromises and “win-win” agreements guaranteeing a strong Belgian position in international relations

Examples of tasks

- Prepare the dossiers for negotiation with care and vision
- Elaborate convincing arguments and provide negotiation strategies adapted to the situation and the persons involved
- Assist the head of post in political and/or economic negotiations and draw up accurate reports
- At his level and for the entrusted files, under the supervision of diplomatic staff, participate actively to the negotiations while defending the Belgian viewpoint and draw up accurate reports.

b) As a "representative":

Participate, with a mandate or with the agreement of the head of post, in various activities (meetings, conferences, seminars, receptions etc.)

in order to reinforce the network of useful contacts in the framework of the activities of the post

Examples of tasks

- Participate in seminars/events organised by third parties (chambers of commerce, various consultants etc.) while representing or accompanying the responsible diplomatic staff.
- Participate in actions of public diplomacy in order to promote the image of Belgium.

c) As a "translator/interpreter":

Translate internal or external documents and provide interpretation support during various exchanges with foreign language contributors.

in order to support the activities of the manager/service/post.

Examples of tasks

- Translate and/or correct the post's correspondence, job offers, communications for social networks, various notes in a foreign language
- Translate into French and/or Dutch documents written in Hungarian
- Read the local or national press, monitor the social networks and draft summaries in French and/or Dutch for the post
- Act as an interpreter during meetings with foreign language contributors or during exchanges with visitors, suppliers, etc.

4. Positioning	
Is managed by:	Head of Mission or Deputy Head of Mission (in case of absence of HoM)
Ensures, when necessary, the management/supervision/coaching of :	Total number of staff: Type of functions and levels:

5. Level of diploma/level of training and/or experience required	
Diploma/level of training (Belgian equivalent for information) <i>To be defined by P&O, in connection with the pay scale)</i>	University education or long course higher education and/or relevant experience.
Useful experience in the job and its various roles (with months/years of experience) – <i>To be defined by the post</i>	Useful experience in similar jobs is an advantage in the selection process but not a requirement.
Experience in other jobs or fields (with months/years of experience) <i>To be defined by the post</i>	Useful experience in other jobs is an advantage in the selection process but not a requirement.

6. General behavioural skills. <i>The seven pre-defined competences pertain to minimum general key skills for all the Department's staff and may not be modified. They may be completed, if necessary, by other general skills (see instructions).</i>	
Be able to work in a team	Contribute to a good team spirit and a good atmosphere at work by: sharing ideas and useful information, listening to the opinions of others, participating in the service's activities, being prepared to help spontaneously or on request and combining strengths, avoiding and resolving disputes.
Be service-oriented (internal and external users)	Give priority to the needs of users (internal and external) and offer a fast, proactive, personalised, effective service (with the required transparency and integrity) and establish constructive contacts.
Show respect	Show others respect and be open to their ideas, their opinions, their differences, whether cultural or other, Accept procedures and instructions in accordance with oneself and others.

Be reliable/trustworthy/loyal	Act honestly, in accordance with the job's requirements, respect ethical principles, including confidentiality and integrity, respect your commitments and avoid any form of partiality.
Be able to adapt/Be flexible	Adopt a flexible attitude, adapt to changes in various situations. Be flexible in terms of the roles and tasks allocated, working hours and, if necessary, the place of work.
Be capable of developing yourself	Constantly attempt to progress in your job and, if necessary, take initiatives to develop new skills according to available resources.
Invest in order to achieve your goals	Be involved, do your utmost and show your wish to achieve your goals and the goals of the service and/or the post. Take responsibility for the quality of the actions undertaken.

7. Knowledge, technical skills and level required (*Basic level, user, advanced -see instructions*) - **To be completed by the post (see instructions)**

Knowledge and technical skills needed to carry out the profession (including certificates, driving licence, etc.)	
Regulations and internal/external contexts (local legislation, international standards and procedures, tacit standards, local customs, etc.)	
Languages	<ul style="list-style-type: none"> - Hungarian: Native speaker or advanced knowledge - Dutch/French: Native speaker or advanced knowledge of at least one of these two languages. - English: advanced knowledge
ICT tools (office tools, specific software, etc.)	<ul style="list-style-type: none"> - Advanced knowledge of standard Microsoft office tools (Word, Excel...) - Advanced knowledge or user level of any ICT tools or specific software in the area of social media platforms is useful. Alternatively, possible candidates should be interested and willing to acquaint themselves with specific tools or software in the public diplomacy / social media area (editing newsletters, handling photographic content...)
Other tools/technical equipment/logistics	

Writing skills (e-mails, letters, minutes of meetings, advisory notes, etc.)	Advanced knowledge. - A good sense for analysis and synthesis (in drafting reports) is an important factor in the selection process. - Possible candidates should be able to write clear and well-structured e-mails.
Oral skills (answering the phone, giving user information, making a presentation, conducting a meeting, defending a position, etc.)	Advanced knowledge

8. Various precisions (with regard to the job's context: specific features of the post, the working environment, the fields of activity in which the job is carried out... and with regard to the various roles, etc.)

The primary focus of this position is within the diplomatic/political field and public diplomacy area. However, since the embassy staff is a relatively small team we expect candidates to be flexible enough to also engage in consular and/or administrative work if needed.

The candidate is expected to perform on-call duties (including the weekend) on a rotating basis (one week every 5 to 6 weeks).