

**Junior Policy Advisor Agriculture (Scale 7)  
at the Embassy of the Kingdom of the Netherlands in Budapest**

**Job description**

**Basic details**

Job title: Junior Policy Advisor Agriculture Budapest  
Network: Agricultural Attaché Network (LAN), LAN/Budapest  
Job grade: 07  
Number of hours: 37,5

**General features of the Agricultural Network**

The Agricultural Attaché Network (LAN) represents the Ministry of Agriculture, Nature and Food Quality worldwide at the Netherlands embassies in the areas related to Agriculture and Nature, including innovation, and maintains intensive contacts with the national and regional government and authorities, Dutch and local businesses and civil-society organisations. The Network makes an essential contribution to strengthening the international position of the Netherlands in the areas of Agriculture, including innovation and knowledge and Nature by means of:

- Policy support for the Dutch Ministry of Agriculture, Nature and Food Quality;
- Providing business services to the Dutch agribusiness sector;
- Bilateral and multilateral economic and policy cooperation.

The Netherlands is the second largest agricultural exporter in the world and is a key player in agricultural innovation.

The principle task of the Network is promoting trade, attracting investments, stimulating knowledge exchange and negotiating market access for Dutch agriproducts. Additionally the Agricultural Attaché Network makes in certain countries a contribution to the strengthening of the Food Security.

The Agricultural Attaché Network adopts a proactive approach, actively identifying opportunities for Dutch agribusiness and establishing direct contact with the relevant stakeholders, by networking and via newsletters, '[www.agroberichtenbuitenland.nl](http://www.agroberichtenbuitenland.nl)', social media and websites, such as the website of the embassy.

### **General features of the job and actual duties:**

The Ministry of Agriculture, Nature and Food Quality is looking for a Junior Policy Advisor Agriculture in Budapest to assist the Dutch Agricultural Counsellor at the Embassy of the Kingdom of the Netherlands in Hungary.

The Junior Policy Advisor Agriculture is responsible for policy-related and financial management support for LAN/BDP and reports directly to the Agricultural Counsellor who carries final responsibility.

Policy related tasks: The Junior Policy Advisor Agriculture:

- ❑ Handles independently trade requests by the Dutch agricultural industry and identifies and reports on developments relating to the policy area;
- ❑ Prepares incoming and outgoing trade missions and delegations, official visits, seminars, workshops, fair activities, networking events and other activities of LAN/BDP (Hungary);
- ❑ Performs desk research for networking;
- ❑ Makes active use of network contacts and independently extends this network.
- ❑ Coordinator within LAN/BDP for a worldwide electronic relation management system of the Dutch government (Achilles);
- ❑ (Co)Drafts articles for [www.agroberichtenbuitenland.nl](http://www.agroberichtenbuitenland.nl);
- ❑ Manages and coordinates the LAN/BDP part of the digital cooperation platform and archive of the Dutch government;
- ❑ Translates when necessary during meetings from Hungarian into English;
- ❑ Translates background information from Hungarian into English;
- ❑ Gathers and manages relevant market information (s/a Euromonitor) for the Dutch agricultural sector. Advises and supports the Dutch agribusiness for approaching the local market. Shares this information with interested parties in the Netherlands;
- ❑ Assembles background files;
- ❑ Deals independently with trade inquiries of Dutch Agricultural businesses and informs on market opportunities in the country of representation and operational district of the LAN.

Financial management of LAN/BDP related tasks:

The Junior Policy Advisor Agriculture:

- ❑ Is responsible for the financial management of LAN/BDP, drafts monthly management information reports, analyses and conclusions;
- ❑ Collects, processes and organizes financial data, checking the accurateness of the data;
- ❑ Ensures that accounting records are accurate and well-coordinated; is responsible for budget management for LAN-BDP, drafting interim reports and is responsible for the financial part of the activity plan of the LAN-BDP;
- ❑ Organizes his or her own activities such as the financial management (monitoring and reporting) of LAN-BDP;
- ❑ Directs processes so the work can be carried out as efficiently as possible within the framework established by the Ministry of Agriculture, Nature and Food Quality ;
- ❑ Will follow the departmental administrative and procedural rules, regulations and working agreement;
- ❑ Draws up contracts for contractors for major events and/or development cooperation projects.

## Knowledge and skills

**Level of education:** At least educated at a higher professional level;

**Level of experience:** A minimum of four years of experience is required;

### Knowledge

- ❑ General knowledge and understanding of agriculture, forestry, nature and fisheries policy, legislation and regulations, government structure and agribusiness;
- ❑ General knowledge and understanding of current developments in policy domains, society and trading position of Hungary;
- ❑ Native Hungarian speaker. Good verbal and written command of English and preferably of German;
- ❑ A command of the Dutch language is desirable or a willingness to learn Dutch. Familiarity with and ability to adapt to Dutch culture and customs.

### Skills

- ❑ Has Excellent communication and contact skills;
- ❑ Has skills in and affinity with financial accounting and management reporting;
- ❑ Capacity to build, maintain and expand a network of contacts in relevant fields;
- ❑ Skills in translating insights and information into recommendations;
- ❑ Is a strong team player and can work independently, and proactively reports to the Agricultural Counsellor;
- ❑ Has up to date computer knowledge and skills and is able to switch to new ICT based easily.

## Competencies

- ❑ Team worker with ability to work independently and cooperate in a (small) team
- ❑ Goal-centeredness
- ❑ Integrity
- ❑ Organisational sensitivity
- ❑ Initiative
- ❑ Networking skills
- ❑ Analytical thinking
- ❑ Flexibility
- ❑ Stress resistant

## Working environment and contacts

### Working environment

The Agricultural Network is part of the Embassy of the Kingdom of the Netherlands in Hungary, which is the home base of the Agricultural Counsellor who is accredited to Hungary, Austria, Serbia and Montenegro (LAN/BDP).

The Agricultural Counsellor is the manager of the LAN/BDP. The Agricultural team in Budapest consists of the Counsellor, a Senior Policy Advisor Agriculture "Agricultural Assistant" and a Junior Policy Advisor Agriculture. The "Agricultural Assistant" for Serbia and Montenegro is based at the Dutch Embassy in Belgrade. LAN/BDP cooperates closely with the Economic Department of the Netherlands Embassy in Budapest and with other sections within the Embassy as well as the embassies in Belgrade and Vienna. The Agricultural Network is responsible for agribusiness affairs.

### Contacts

- ❑ With Homebase LAN at the Netherlands Enterprise Agency (RVO.nl) in The Hague and with other Agricultural Networks worldwide;
- ❑ With the Ministry of Agriculture, Nature and Food Quality in the Hague, the Ministry of Foreign Affairs and when necessary with other Dutch ministries;
- ❑ With Hungarian national or regional ministries and authorities, professional organisations and the business community;
- ❑ With your colleagues at the Netherlands Embassy in Budapest and especially with team members of the Economic Department as well as the (agricultural and economic) colleagues at the Netherlands embassies in Vienna and Belgrade;
- ❑ With the Regional Support Office in Prague of the Dutch Ministry of Foreign Affairs;
- ❑ With independent civil society organisations, such as NGO's in Hungary;
- ❑ With news media for public information, PR and press releases in Hungary.

## Letter of interest

If you are interested in this position, are result-driven, would like to work in a small team and can work independently, are proficient in English and Hungarian, and preferably in German and/or Dutch, have a clear affinity with agriculture, and have relevant professional experience of at least four years, please send your letter of interest and CV in English to [bdp-lnv@minbuza.nl](mailto:bdp-lnv@minbuza.nl), not later than 13 September 2019.

You can address the letter to Embassy of the Kingdom of the Netherlands, Mr G. Kits Nieuwenkamp, Agricultural Counsellor.

In case you have any further questions, please contact Mr Geert Kits Nieuwenkamp at [bdp-lnv@minbuza.nl](mailto:bdp-lnv@minbuza.nl) or +36 1 33 66 300