

The Mayor's Office of Budapest 8th District Municipality

is seeking an

Intercultural coordinator

Duration of employment:

Indefinite employment under the Labor Code

Type of employment:

Full time

Place of employment:

1082 Budapest, Baross utca 63-67.

Main areas of activity:

The organization of services and programs promoting equal opportunities and social integration of non-Hungarians living in Józsefváros, as well as the coordination, supervision and quality assurance of the running programs.

Tasks to be completed:

- needs assessment among non-Hungarians living in Józsefváros
- survey and evaluation of services available to non-Hungarians living in Józsefváros
- preparation of an intercultural strategy
- development of language accessibility programs
- support for the administration of foreigners in the municipality
- organizing services to support the education of foreign language speaking children and adults
- organizing programs to promote the social participation of non-Hungarians living in Józsefváros
- cooperation with the municipality's bodies, companies and institutions in implementing the strategy
- organizing awareness-raising training for the municipality and its institutions

Legal status, wages and other benefits:

- The provisions of Act I of 2012 on the Labor Code and other relevant legislation shall apply to the determination of income and other benefits.
- Gross monthly income: as agreed.

Application criteria:

- BA degree
- negotiation level in written and spoken Hungarian
- negotiation level in written and spoken English
- no criminal record
- legal capacity to act
- computer skills at user level

The following will be an advantage in the assessment of the application:

- personal experience in an intercultural environment
- practical work experience in an intercultural environment
- practical experience in the field of community development
- knowledge of foreign languages other than English and Hungarian

Expected competences:

- good problem solving and communication skills
- precision
- teamwork
- cooperative skills
- independence, proactivity

Certificates and documents to be submitted as part of the application:

- an official certificate of good character (erkölcsi bizonyítvány) not more than 3 months old, or a receipt proving that you have obtained one,
- a detailed curriculum vitae in English and Hungarian
- a motivation letter in English and Hungarian, explaining why the applicant would like to work as an intercultural coordinator in the Municipality of Józsefváros and what experience they have in the above mentioned fields
- salary needs
- a statement that the participants in the evaluation of the application may have access to the applicant's personal file and that the applicant consents to the processing of their personal data contained in the application file in connection with the application procedure,
- a declaration that the applicant is not subject to any incapacity or guardianship restrictions

Start date for employment:

The position can be filled in from March 15, 2025.

Application deadline

For more information, please contact Málna Benza, Head of the Office of Equal Opportunities at benza.anna@jozsefvaros.hu or call 459-2588.

Submission of applications:

By email to the HR Office at szemelyugy@jozsefvaros.hu

Evaluation procedures:

The applications are decided by the notary with the agreement of the mayor, taking into account the ranking established by the preparatory committee. Personal interviews will be held with the candidates at the top of the ranking list. Candidates will be informed in writing of the outcome of the application no later than 15 days after the evaluation.

Deadline for evaluation of applications: February 15, 2025.

Other relevant information about the employer:

The management of the Municipality places emphasis on publicity in the operation of the organization and on the promotion of equal opportunities, respect for merit, solidarity and fairness at the workplace.

The employment contract is subject to a trial period of 3 months.

The annual cafeteria allowance is HUF 500 000.