



Join us
and help defend
human rights in Europe!

Local recruitment competition open to applicants already present in Hungary

Facility Management Assistant

Grade B1/B2



European Youth Centre Budapest



Publication: 10 March



Deadline: 24 March

Do you have strong organisational and technical coordination skills, motivation and the potential to assist in the smooth operation of services and maintenance in a dynamic international youth centre? Would you like to contribute to the activities of an Organisation working for human rights, democracy and the rule of law? If so, our job offer may be the right opportunity for you.

Who we are

■ With over 2000 staff representing all its 46 member States, the Council of Europe is a multicultural organisation. We all strive towards protecting human rights, democracy and the rule of law and our three core values – **professionalism, integrity and respect** – guide the way we work.



■ The Council of Europe has its headquarters in Strasbourg (France) and has external presence in more than twenty countries. See here for more information about the [Council of Europe external presence](#).

■ Within the Council of Europe, the European Youth Centre Budapest (EYCB) is a part of the Youth Department and an important instrument of the Council's youth programme. The EYCB is an international training and conference centre with residential facilities, hosting most of the youth sector's activities.

Your role

- ▶ Assist the Facility Manager in planning and coordinating the work of subcontracted service companies;
- ▶ Monitoring day-to-day maintenance and building works and reporting on progress and issues to the Facility Manager and the Executive Director;
- ▶ Assist the Facility Manager in supervising external contractors responsible for the building, installations and garden;
- ▶ Supporting the correct application of fire and security regulations;
- ▶ Providing administrative and logistical support for procurement procedures (requesting quotations, preparing order letters and contracts, checking invoices, monitoring deliveries and installations);
- ▶ Assisting in monitoring the functioning of equipment, installations and supplies in cooperation with the EYCB Technical Team;

- ▶ Supporting the quality control processes of the Centre's premises and services;
- ▶ Assisting in coordinating urgent technical interventions and breakdown responses.

What we are looking for

■ As a minimum, you must:

- ▶ Hold completed secondary education and appropriate qualifications in administration, technical services, facilities management or a related field;
- ▶ Have a minimum of 2 years of relevant professional experience in a technical, logistical or building management environment
- ▶ Have an excellent knowledge of Hungarian and a very good knowledge of English;
- ▶ Be a citizen of the host country or one of the 46 member States of the Council of Europe and fulfil the conditions for appointment to the civil service of that state;
- ▶ Have discharged any obligation concerning national service (military, civil or comparable);
- ▶ Not be the parent, child, stepchild or grandchild of a serving staff member of the Council of Europe;
- ▶ Be already present in Hungary;
- ▶ Be under the age of 65 years.

■ Demonstrate to us that you have the following competencies:

- ▶ Planning and work organisation
- ▶ Concern for quality
- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Service orientation
- ▶ Teamwork and co-operation
- ▶ Adaptability

Please refer to the
[Competency Framework](#)
 of the Council of Europe
 (PDF – 1,6Mo)

■ The following would be an asset:

- ▶ Professional and technical expertise:
 - **Knowledge of procurement procedures**
- ▶ Communication
- ▶ Initiative
- ▶ Resilience

What we offer

■ If successful, you may be offered employment at grade B1/B2. Employment is currently limited to 31 December 2026 and may be extended. Remuneration for this post in Budapest is based on the scale of salaries for coordinated organisations applicable to Council of Europe staff serving in Hungary. This salary may be supplemented by other allowances depending on your personal situation. You will be affiliated to the Council of Europe's pension scheme and social and medical insurance. You will also benefit from 32 working days leave per year and other advantages (including flexible working hours, training and development, possibility of teleworking, etc.).

■ This recruitment procedure is carried out in accordance with [Rule 2/2025 on locally recruited staff members in Duty Stations outside of France](#)

■ If your profile matches our needs and you are not recruited straight away, you may be placed on a list of eligible candidates.

Applications and selection procedure

■ Deadline for applications is **24 March 2026 (midnight Budapest time)**.

■ Applications must be sent in English by email to coe.budapest@coe.int.

■ In addition to your up-to-date CV, please explain in a covering letter how your competencies and relevant work experience make you the best candidate for this role. Further information on the assessment process will be provided to the selected candidates in due course.

■ Only applicants who best meet the abovementioned criteria will be considered for the next stage, which may consist of assessments and/or an interview. Further information on the assessment process will be provided to the selected candidates in due course.

■ Applications from staff members of the Council of Europe, who currently hold a fixed-term (CDD) contract or former staff members whose fixed-term contract has ended less than 12 months before the deadline for applications, will not be considered.

■ As an equal opportunity employer, the Council of Europe welcomes applications from all suitably qualified candidates, irrespective of sex, gender, marital or parental status, sexual orientation, ethnic or social origin, disability, religion or belief. Under its equal opportunities policy, the Council of Europe is aiming to achieve parity in the number of women and men employed at all levels in the Organisation. In the event of equal merit, preference will therefore be given to the applicant belonging to the under-represented sex in the grade. During the different stages of the recruitment procedure, specific measures may be taken to ensure equal opportunities for candidates with disabilities.