



Join us
and help defend
human rights in Europe!

Local recruitment competition open to applicants already present in Hungary

Head Receptionist

Grade B1/B2



European Youth Centre Budapest



Publication: 19 January



Deadline: 2 February

- Do you have strong social and administrative skills, motivation and the potential to assist a variety of tasks related to welcoming and assisting guests in a dynamic youth centre? Would you like to contribute to the activities of an International 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 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

- ▶ receiving and registering arriving and departing guests of the Centre (general information, check-in, and check-out);
- ▶ assisting guests during their stay: informing on local infrastructure, arranging medical assistance and travel;
- ▶ operating the central telephone switchboard, taking messages, and dispatching information;
- ▶ issuing bills for individual clients and collecting data for group billing;
- ▶ receiving and registering cash and credit card payments;
- ▶ co-ordinating the work of the afternoon and week-end receptionists of the CoE and of receptionists of the subcontracted company
- ▶ supervising the updates of general message boards and display shelves in the entrance area

- ▶ acting as the liaison between external and internal contacts;
- ▶ preparing occupation statistics;
- ▶ providing training to receptionist staff of the subcontracted company;
- ▶ supervising the stock of CoE gadgets and the sales of small items (bus tickets, etc.)
- ▶ executing once or twice a year a check-up of the EYCB's guest rooms and service facilities (disco, sauna, fitness, computer room, restaurant, etc) in coordination with the head of the secretariat
- ▶ reporting to his/her supervisor on activities in progress and when problems occur;
- ▶ acting as a Security Warden and assisting the Security Focal Point in implementing emergency security procedures.

What we are looking for

■ As a minimum, you must:

- ▶ hold a completed full course of general secondary education and appropriate qualifications in tourism, administration or other relevant areas , a higher education degree is an advantage
- ▶ have a minimum of 2 year/s of relevant professional experience in the field of hospitality or event management.
- ▶ 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 under the age of 65 years

■ Demonstrate to us that you have the following competencies:

- ▶ Planning and work organisation
- ▶ Concern for quality
- ▶ Service orientation
- ▶ Adaptability
- ▶ Analysis and problem solving
- ▶ Initiative
- ▶ Management of teams

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

■ These would be an asset:

- ▶ Professional and technical expertise:
 - **Hotel management softwares**
- ▶ Teamwork and co-operation
- ▶ Resilience
- ▶ Creativity and innovation

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 **02 February 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.