

Job Description – Expert Consultant (JA STOCKPILE)

Title:

Expert Consultant – Training & Stockpiling Needs Assessment (part-time, 15hour/week)

(Public health, preparedness, logistics, or social science background preferred)

Role Summary

This role supports two closely connected activities of the EU4Health **JA STOCKPILE** project: assessing training needs and identifying system-level requirements for medical countermeasure (MCM) stockpiling. The consultant will design data collection tools, lead semi-structured interviews and surveys, and contribute to the drafting of key deliverables in close collaboration with **OKFŐ** (National Directorate General for Hospitals, Hungary).

The two focus areas are:

- Assessing training needs related to stockpiling and preparedness for CBRN (Chemical, Biological, Radiological, Nuclear) emergencies
- Mapping stakeholder needs to support a more layered, EU-level stockpile management framework

These tasks will be implemented in an integrated and aligned way under the coordination of OKFŐ, in collaboration with international project partners.

Key Responsibilities

- Design aligned interview and survey methodologies for training and stockpiling needs
- Contribute to stakeholder mapping and develop semi-structured interview guides
- Support the organization and implementation of interviews at national and international levels
- Participate in data analysis and synthesis of findings
- Contribute to the development of two reports: one on training needs, and one on system-level stakeholder needs
- Assist in planning and preparing joint stakeholder workshops related to these tasks

Requirements

- Educational/professional background in public health, training development, emergency preparedness, stockpiling/logistics, or social sciences
- Demonstrated experience in designing and conducting interviews and/or surveys (qualitative and/or quantitative)
- Strong analytical and professional writing skills
- Fluency in English is required; knowledge of Hungarian is strongly preferred

- Familiarity with EU-funded projects, MCMs, or CBRN preparedness is an asset

Work Conditions

- Legal capacity, clean criminal record
- Valid Hungarian documents (residence card, tax ID, TAJ card, etc.)

Legal status: Based on the provisions of Act I of 2012 on the Labour Code, with a probationary period, for a fixed term, part-time, with flexible working hours.

Duration of employment: fixed term (12–18 months, aligned with project phases)

Planned start date: August 2025

The application should include:

- CV with photo
- Short summary (maximum 1 page) of relevant experience (e.g. training needs assessment, stakeholder research, emergency preparedness)
- Copies of diplomas and certificates
- Declaration of consent allowing the submitted documents to be accessed by individuals involved in the evaluation process
- Declaration of consent for the processing of personal data contained in the application materials for purposes related to the recruitment procedure
- Declaration of consent to retain the CV and application materials for up to 1 year in order to be contacted should a suitable position become available in the future

Note: The declarations may be included as statements in the body of the application email.

Applications should be submitted with an indication of salary expectations, electronically to: projekt.hr@okfo.gov.hu, with the subject line: "Expert Advisor Stockpile"

Application deadline: 30th of July 2025

The position can be filled:

- Subject to a valid criminal record certificate issued within the last 3 months.

Further information about the employer is available at: www.okfo.gov.hu

For professional questions regarding the job advertisement, please contact: Enikő Szigeti PM

Contact details: szigeti.eniko@okfo.gov.hu