**Policy Officer – IVSZ – Digitális Vállalkozások Szövetsége**
Full-time position, hybrid work model provided

**Description**
We are looking for a motivated and proactive Policy Officer to join the Public Policy Team of IVSZ. This is a hands-on, individual contributor role with no people management responsibilities, offering the opportunity to contribute to policy development, advocacy and industry collaboration in the digital sector.

- You will act as a deputy working group lead ("shadow lead") for IVSZ's Public Procurement, Labour Market and ESG Working Groups, supporting their professional activities, coordination and delivery of objectives. You will also provide cover for the leads of other IVSZ working groups as needed.
- You will contribute to the drafting, editing and development of IVSZ's policy papers, position papers, professional background materials and other expert publications.
- You will provide expert assistance in EU-funded projects.
- You will use your policy expertise to track policy and legislative developments (both national and EU), identify and prioritise issues relevant to members' businesses, and ensure timely information-sharing with members.
- You will have a particular focus on digital policy, with expertise or a strong professional interest in sustainability, public procurement and labour market issues, while being ready to pivot across other topics in response to members' needs.
- You will work closely with senior business, policy, communications and legal experts from our member companies.
- You will use your public affairs and advocacy expertise to contribute to the design, coordination and execution of advocacy campaigns. This may involve engaging with policymakers, regulators, think tanks and academics.
- You will contribute to building collaborative partnerships and coalitions across industry and trade associations to support our advocacy initiatives, as needed.
- You will coordinate internal decision-making and member consultation processes, ensuring that organisational and working group governance procedures are completed accurately and within agreed timelines.
- You will support the operational activities of IVSZ working groups, including meeting preparation, stakeholder coordination, feedback collection and follow-up activities.

**Qualifications**

- University degree, preferably in law, economics, engineering, computer science, data science, political science or public policy. Degrees in other academic disciplines are also welcome, but a minimum of two years of professional experience in analytical or research roles related to the digital economy, including policy, regulatory, economic or industry analysis is required.
- Relevant professional experience in public policy, advocacy or public affairs. This could be within public administration (government, regulators or institutions), private sector organisations, trade associations or non-governmental organisations.
- A sound practical understanding of policy-making processes and government relations.
- Knowledge of or professional experience in sustainability and ESG-related policy issues. Familiarity with public procurement and labour market policy would be an advantage.
- Experience with or a strong interest in the technology and digital industries.
- Strong analytical, research, drafting and editing skills, with the ability to translate complex policy issues into clear and well-structured professional materials.
- Excellent written and oral communication skills in Hungarian and English.
- Effective interpersonal communication skills, with the ability to interact confidently and professionally with senior corporate and political stakeholders.
- A proactive, collaborative and hands-on approach, with the ability to work independently and manage multiple priorities.

If the position interests you, please send your CV to hr@ivsz.hu. Please indicate the name of the position in the subject line.