

## **Vacancy: Assistant Secretary at the Pelagic Advisory Council**

### *Role of the Pelagic Advisory Council*

The [Pelagic Advisory Council](#) (Pelagic AC/PelAC) was established in 2005 as one of the 11 Advisory Councils in the European Union created to contribute to the achievement of the objectives of the Common Fisheries Policy (CFP) by providing advice to the European Commission and the EU Member States on the management of pelagic fisheries on behalf of stakeholders. Members of the Pelagic AC are representatives of the EU fisheries sector (e.g. industry associations, ship owners, processors and traders) and other interest groups (e.g. environmental NGOs). The PelAC is a foundation under Dutch law with a Secretariat based in Zoetermeer, the Netherlands. The PelAC is partly funded by the European Commission and the total staff of the Secretariat consists of the executive secretary and an assistant secretary.

### *Job description*

The successful candidate will assist the executive secretary in the day-to-day administrative, operational and financial functioning of the Pelagic AC. Tasks include, but are not limited to:

- Arranging logistics for Pelagic AC meetings, taking place on a quarterly basis in the Netherlands (booking meeting rooms, accommodation, interpretation and technical services)
- Attend PelAC meetings to function as the main point of contact for logistics
- Administering reimbursements to members and other meeting participants, managing invoices of membership fees
- Keeping the accounts of the PelAC, preparing the financial reporting to the annual General Assembly as well as the financial budget application for renewal of the annual grant, reviewing the PelAC budget halfway through the financial term
- Arrange for the auditing of the PelAC accounts and for satisfying any reporting conditions laid down by fund providers (European Commission)
- Liaising with the fund providers to secure funding of the Pelagic AC
- Handling the organisation's correspondence, assisting the PelAC members by distributing (external) meeting invitations, agenda's and meeting documents, preparing meeting slides.
- Maintaining the PelAC website
- Other office duties, as appropriate.

### *Candidate requirements*

The successful candidate will be an enthusiastic, efficient, self-disciplined person with good administrative and financial skills. A degree in a relevant administrative field – such as office management or finance – is required with a minimum of five years working experience in a secretarial role. Strong communication and social skills, and professional proficiency in both Dutch and English are essential. Experience with financing/accounting, a good understanding of office management software (MS office, particularly Excel; Zoom/Teams) is highly desirable. Familiarity with website CMS systems is considered a plus. The candidate must be based in the Netherlands.

*We offer*

A dynamic and international working environment, with the possibility to travel to meetings in other EU countries when relevant. The office space of the PelAC Secretariat in Zoetermeer is shared with other fisheries-related organisations, such as the Pelagic Freezer-Trawler Association (PFA) and the Dutch Fish Federation (Visfederatie). Working from home part of the week is a possibility, if desired.

Employment will be part-time (24-28 hrs/week) for the period of one year with the aim of a permanent contract based on performance evaluation. The candidate is expected to start **1 February 2022**. Salary to be negotiated depending on the candidate's qualifications and former experience.

Applications (short motivation and CV) can be addressed to Tim Heddema, PelAC Head of Secretariat ([l.meer@pelagic-ac.org](mailto:l.meer@pelagic-ac.org)) until **6 December 2022**. Any enquiries about this vacancy or the application procedure can be made to Anne-Marie Kats ([a.kats@pelagic-ac.org](mailto:a.kats@pelagic-ac.org)), or via telephone: +31 6 2820 7317.