

Vacancy: Executive Secretary at the Pelagic Advisory Council

Role of the Pelagic Advisory Council

The Pelagic Advisory Council (PelAC) was established in 2005 as one of the 11 Advisory Councils in the European Union created under EU legislation 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 PelAC 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 be the central driver of the work of the PelAC. He/she be responsible for the day-to-day administrative, operational and financial functioning of the PelAC. Tasks include, but are not limited to:

- Preparing the PelAC meetings (Executive Committee, General Assembly, Working Groups, Focus Groups) together with the Chairs of the PelAC and the chairmen of the Working Groups;
- Assisting the members of the PelAC in providing advice and reaching consensus;
- Preparing detailed meeting minutes, letters and position papers;
- Representing the PelAC in external (national as well as international) forums;
- Maintaining working relationships with the European Commission, national governments, other Advisory Councils, and acting as a liaison between scientists and the members of the PelAC to facilitate collaboration in fisheries science and management projects.
- Preparing the application and final reporting of the annual Grant Agreement with the European Commission;
- Keeping the accounts of the PelAC and preparing reporting to the General Assembly.

Candidate requirements

The successful candidate will be an enthusiastic, result-driven, self-disciplined person with good administrative skills. A master's degree is required – a degree in the field (marine) biology would be useful. Analytical abilities to have or develop a good understanding of fisheries science and fisheries, excellent communication and social skills, and professional working proficiency in English are essential. The candidate must be based in the Netherlands. Furthermore, a reasonable command of the Dutch language or the willingness to learn Dutch are desirable.

The successful candidate must have the necessary skills to function as a mediator in the process of finding consensus among the membership. Being able to operate independently as well as in a team is required. Being available for travelling to meetings outside the Netherlands is necessary. Experience in the field of fisheries or EU affairs is preferred.

We offer

A dynamic, multi-disciplinary and international working environment in which you will work closely with the main stakeholders and decision-makers in the management of pelagic fish stocks. 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. There will be ample opportunity for travel outside of the Netherlands to relevant meetings.

Employment will be full-time (40 hrs/week) for the period of one year with the aim of a permanent contract based on a performance evaluation. Salary to be negotiated depending on the candidate's qualifications and former experience. The candidate is expected to start in **April 2024**.

Applications (motivation letter and CV) can be addressed to Tim Heddema, PelAC Head of Secretariat (m.barbosa@pelagic-ac.org) until **23 February 2024**. Any enquiries about this vacancy or the application procedure can be made to Tim Heddema by e-mail (theddema@pelagicfish.eu), or via telephone: +31 625045602.