



## **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 10 Advisory Councils created under EU legislation to contribute to the achievement of the objectives of the Common Fisheries Policy (CFP) by providing advice on behalf of its members to the European Commission, the EU Member States and the European Parliament on the management of pelagic fish stocks and other related issues within the competence of the CFP. The PELAC's members are representatives of the EU fisheries sector (e.g. ship owners, producer organisations, processors and traders) and other interest groups (e.g. environmental NGOs and recreational fishermen). The PELAC is a foundation under Dutch law and its office is situated in Zoetermeer, the Netherlands. The total staff consists of the executive secretary and an assistant secretary.

### *Job description*

The successful candidate will be responsible for the day-to-day administrative, operational and financial functioning of the PELAC. In addition, he/she will assist the members of the PELAC in providing advice as well as represent the PELAC in external (national as well as international) forums. Preparing the PELAC meetings together with the President of the PELAC and the chairmen of the Working Groups; preparing detailed meeting notes and drafting position papers; maintaining relationships with the European Commission, national governments and acting as a liaison between scientists and the members of the PELAC to facilitate collaboration in fisheries science and management projects will be the most important features of the role of the Executive Secretary. As such, the successful candidate will be the central driver of the work of the PELAC.

### *Candidate requirements*

The successful candidate will be an enthusiastic, result-driven, self-disciplined person with good administrative skills. A master's degree - e.g. in the field of fisheries – is highly desirable. Analytical abilities to have or develop a good understanding of fisheries science and fisheries management, excellent communication and social skills and professional working proficiency in English are essential. Furthermore, a reasonable command of the Dutch language or the willingness to learn Dutch are required. 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 and approximately 45 travel days are to be expected. Experience in the field of fisheries is preferred.

### *We offer*

A dynamic, challenging, multidisciplinary and international working environment in which you will work closely with the main stakeholders and decision-makers in the management of pelagic fish stocks. Employment will be full time and for the period of one year with the aim of a permanent contract based on performance evaluation. The candidate is expected to start 1 October 2018. Salary to be negotiated depending on the candidate's qualifications and former experience.

Applications can be addressed to Gerard van Balsfoort ([info@pelagic-ac.org](mailto:info@pelagic-ac.org)) until Friday 10 August 2018. Any enquiries about this vacancy or the application procedure can be made to Gerard van Balsfoort, at the above-mentioned e-mail address or via telephone: +31 6 51 411 431.