

## **Vacancy at the North Sea Advisory Council: Information Officer and Assistant to the NSAC Executive Secretary**

The **North Sea Advisory Council (NSAC)** was established in 2005 as one of the 11 Advisory Councils in the European Union 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 North Sea demersal fisheries on behalf of stakeholders. Members of the NSAC 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 **NSAC is an association** under the Dutch law with a Secretariat based in **Zoetermeer, the Netherlands**. The NSAC is partly funded by the European Commission and the total staff of the Secretariat consists of the executive secretary and an information officer/assistant to the Executive Secretary. The NSAC is a **membership organisation** consisting of 26 members from EU Member States around the North Sea. For more information visit: <https://www.nsrac.org/> .

### Job description

A successful candidate will assist the Executive Secretary in the day-to-day operational, financial and administrative functioning of the NSAC, including policy-related work. Tasks include, but are not limited to:

- Assisting the Executive Secretary with organisation of Working Group and Focus Group meetings as well as annual Executive Committee and General Assembly meetings;
- Handling the organisation's correspondence, assisting the NSAC members by distributing (external) meeting invitations, agendas and meeting documents, preparing meeting slides.
- Assisting in producing accurate technical records of NSAC meetings, draft advice and correspondence and produce expert reports and draft advice on fisheries matters for consideration at NSAC meetings or in written procedures within the NSAC (in English).
- Assisting the Executive Secretary and the NSAC membership with drafting of the advice and reporting from meetings.
- Assisting the Executive Secretary in managing all communication outputs, advice papers, social media and newsletter; preparation of press releases and other communication material for the NSAC following on meetings or recommendations;
- Arranging logistics for NSAC meetings (booking meeting rooms, accommodation, interpretation and technical services);
- Attend NSAC meetings to function as the main point of contact for logistics, and other relevant external meetings (e.g. with the EU Commission);

- Administering reimbursements to members and other meeting participants, managing invoices of membership fees;
- Keeping the accounts of the NSAC, preparing the financial reporting to the annual General Assembly as well as the financial budget application for renewal of the annual grant, reviewing the NSAC budget expenditure on quarterly basis and aligning records with the accountancy.
- Arrange for the auditing of the NSAC accounts and for satisfying any reporting conditions laid down by fund providers (European Commission);
- Liaising with the fund providers to secure funding of the NSAC;
- Maintaining and updating the NSAC website
- Other administrative duties, as appropriate.

### Candidate requirements

A successful candidate will be an **enthusiastic, efficient, independent and self-disciplined** person with **strong writing and communication skills, as well as organisational, administrative and basic financial skills**. A degree in a relevant **policy and/or administrative and/or organisational field** is required. **Knowledge on fisheries topics is welcome** but not mandatory. A minimum of five years working experience in an administrative or similar role is desirable but not necessary. **Strong communication and social skills**, and professional **proficiency in English** are essential. Experience with financing/accounting, excellent understanding of office management software (**MS Office, including Excel; Zoom/WebexTeams**) is highly desirable. Familiarity with website CMS systems is considered a plus. The position is based in the Netherlands, but remote work is possible upon agreement with the management. Since the Executive Secretary is based in Brussels, Belgium, arrangements may be made to live and work in Brussels.

### The NSAC provides

A **dynamic and international high-level working environment**, with the possibility to **travel to meetings** in other EU countries when relevant. The office space of the NSAC Secretariat in Zoetermeer is shared with other fisheries-related organisations, such as the Pelagic Freezer-Trawler Association (PFA), the Pelagic Advisory Council and the Dutch Fish Federation (Visfederatie). However, since the NSAC is in the process of relocating to Brussels, it would be preferable if the candidate is based in Brussels or willing to move. Remote work is an option.

Employment will be **full time** (40-hours per week) for the period of **one year** with the aim of a **permanent contract** based on performance evaluation. The candidate is expected to start on 1 April 2023 at the latest. An attractive salary is to be negotiated depending on the candidate's qualifications and former experience.

Applications (short motivation and CV) can be addressed to Tamara Talevska, NSAC Executive Secretary ([tamarat@nsrac.org](mailto:tamarat@nsrac.org)) by **20 February 2023**. Any enquiries about this

vacancy or the application procedure can be made to the said email or via telephone: +31 625 318 192.

Successful candidates in the first round will receive a short exercise to be completed ahead of the second round of interviews. Interviews are expected in the second half of February or beginning of March.