

Vacancy Executive Secretary for the Market Advisory Council

The European Bureau for Conservation and Development, acting as the Secretariat to the Market Advisory Council (MAC), is looking for an Executive Secretary to the MAC.

Market Advisory Council

The Market Advisory Council is a stakeholder-led organisation that provides the European Commission and EU Member States with recommendations on matters relevant for the EU market of fishery and aquaculture products and within the tasks defined in Article 44 of Regulation (EU) No 1380/2013.

The MAC was established in 2016 in Brussels and is composed of representatives of more than 55 members from 11 Member States, representing the whole value chain from both sector organisations and other interest groups.

Executive Secretary Tasks

The Executive Secretary leads the work of the MAC and is responsible for the correct administration of the whole body. In his/her tasks, the Executive Secretary is assisted by a financial officer and a policy assistant.

The core tasks of the secretariat include, among others:

- Organising of meetings of the MAC together with the Chairs of the MAC and Working Groups
- Assisting the members of the MAC on the different procedures and development of advices
- Representing the MAC in different fora
- Bringing together in conference and work in liaison with members, other organisations, Member States, the European Commission, the European Parliament, other statutory authorities and relevant experts
- Managing the process of drafting advices within the MAC
- Drafting accurate reports and information notes to all members of the MAC/European Commission
- Managing contracts with third parties/professional and technical advisors to assist in the work of the MAC
- Following up and identify areas of potential focus for the MAC
- Taking care of finances, administration and the annual audit

Qualifications

The successful candidate will be an enthusiastic, autonomous and self-disciplined person with good administrative skills and an understanding of the sector. Previous experience in markets and knowledge of members of the MAC and stakeholders is highly desirable.

The successful candidate will have the following competencies:

- A primary or postgraduate degree, or equivalent in Fisheries, Trade, Markets, Economics, European Law or any other relevant issue

- Experience in European fisheries/ markets
- Excellent communication and social skills
- A professional working proficiency in English and a reasonable command of French or Spanish
- The skills necessary to perform in accordance with the procedures of decision making within the MAC
- The skills necessary to direct a team
- Flexibility, in particular when travelling to meetings outside Brussels

We offer

We offer a highly dynamic, international and multi-disciplinary working environment at the heart of Europe. The selected candidate will have the opportunity to work closely with the main stakeholders and decision-makers in the management of the markets of fisheries and aquaculture products. Employment will be full time in Brussels.

The successful candidate is expected to commence employment in May 2019.

How to apply:

Applications (CV and motivation letter) should be addressed to:

EBCD/ Market Advisory Council

Att. Sandra Sanmartin
Rue de la Science 10, 1000
Brussels
Belgium

Email: secretary@marketac.eu

Telephone: +32 2 234 50 13

The closing date for application is **Monday 25 March 2019**. Interviews will take place in Brussels at MAC's premises before a panel composed of representatives of both EBCD and MAC.