BSAC Secretariat
Platanvej 12, 1st floor
1810 Frederiksberg C.
Denmark

Wednesday 4th September 2024

Advertisement for Executive Secretary of the Baltic Sea Advisory Council

The (BSAC) is looking for a new Executive Secretary. It is a fulltime position.

The Baltic Sea Advisory Council (BSAC) is one of 11 Advisory Councils established by the EU to increase stakeholder involvement in the development of a successful Common Fisheries Policy. The main aim of the BSAC is to prepare and provide advice on the management of Baltic Sea fisheries.[1]

The job is based in Copenhagen at the BSAC headquarters. The Executive Secretary is expected to be based in Denmark.

Starting date:

28th October 2024

Responsibilities and tasks include:

- Take care of and lead the day-to-day-running of the BSAC Secretariat
- Take care of the expenditure and financial accounting of the BSAC
- Ensure that all formal obligations, agreements, contracts or any other legal obligations of the BSAC are carried out and maintained
- Draft, monitor and adjust, where necessary, the annual estimated budget and work programme for the BSAC
- Coordinate all activities with the Chair of the Executive Committee Chair and the BSAC Management Team, which was created to deal with administrative, management and operational matters
- Prepare for the meetings that are relevant for the BSAC – own and external
- Coordinate the work closely with the BSAC rapporteur-information assistant: the executive secretary works closely with the rapporteur-information assistant in drafting reports and recommendations, gathering news and producing newsletters
- Draft BSAC recommendations, advice and other relevant output
- Ensure that meeting reports are finalised and distributed after each meeting
- Maintain and update the BSAC website and newsletter
- See to reimbursement of travel and hotel costs of the members

[1] (background to the BSAC, rules, terms of reference and procedures)

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- Coordinate with the EU Commission, Member States and other relevant organisations and bodies
- Keep close contact with the members and maintain membership details and lists
- Keep abreast of information, developments and meetings in the work area relevant to the BSAC and ensure information flow and dissemination of information.

Supervision:

The Executive Secretary carries out the work necessary to ensure the efficient functioning of the BSAC under the guidance of the Executive Committee, the Chair, Vice-Chair and Management Team.

Qualifications and work experience:

- EU citizen or with EU residency
- University education or equivalent in a relevant field
- Work experience with the EU policies, preferably with the Common Fisheries Policy
- Fluency in written and spoken English
- Good interpersonal and communication skills
- Experience in financial settlements and reimbursement of meeting and travel expenses
- IT-skills, Microsoft office, Zoom, Teams, etc.

Salary:

Salary is based on qualifications and at the level of similar civil service functions in Denmark. The position is a local recruitment and subject to Danish taxation.

Additional information:

The position implies a high level of cooperation – both within the organisation and externally.
Expect about 25-30 days of annual travelling within the EU (mostly to the Baltic Sea Member States and Brussels).

Contact:

For additional information about the position please contact the BSAC Executive Committee Chairman Jarek Zielinski: email chair@bsac.dk, or the Executive Secretary Guillaume Carruel email gc@bsac.dk, mobile +45 20 12 89 49.

Application deadline:

Please send your letter of application and CV in English by email to gc@bsac.dk and no later than Wednesday 18th September 2024. Interviews are scheduled for late September 2024.

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