



Axelborg
Axeltorv 3, 6th floor
1609 Copenhagen V
Denmark

Wednesday 12th January 2022

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 HQ. The Executive Secretary is expected to be based in Denmark.

Starting date:

1st April 2022

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 obligations, agreements, contracts or 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 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
- See to reimbursement of travel and hotel costs of the members

¹ <http://www.bsac.dk/BSAC/About-the-BSAC> (background to the BSAC, rules, terms of reference and procedures)

- 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

Qualifications and work experience:

- EU citizen or with EU residency
- University education or equivalent in a relevant field
- At least five years of relevant work experience with the EU Common Fisheries Policy and other related policies
- Fluency in written and spoken English and any other Baltic languages (Danish very useful)
- Good interpersonal and communication skills
- Experience in financial management
- IT-skills, Microsoft office

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.

Contact:

For additional information about the position please contact the BSAC Executive Committee Chairman Esben Sverdrup-Jensen: e mail es@pelagisk.dk mobile + 45 61 66 09 78, or the executive secretary Sally Clink e mail sc@bsac.dk mobile +45 20 12 89 49.

Application deadline:

Please send your letter of application and CV in English by email to es@pelagisk.dk and no later than Wednesday 9th February 2022. Interviews are scheduled for early March 2022.