

REGIONAL ADVISORY COUNCIL FOR THE MEDITERRANEAN

MED-RAC 11/09

26 March 2009

Recruitment of a Secretary-General for the Mediterranean RAC

Start of employment: as soon as possible

Responsibilities and tasks

- Will undertake and be responsible for the day-to-day work of the Mediterranean RAC;
- Will prepare and organise meetings, and write and distribute the minutes;
- Will propose the annual budget and be responsible for the financial management of the RAC;
- Will make sure that the obligations, agreements, contracts and other legal obligations of the RAC as respected;
- Will ensure that the objectives, policies and strategies as defined by the General Meeting or the Executive Committee are followed, and propose any necessary updates and revisions.

Qualifications and professional experience:

- University diploma;
- At least 5 year's professional experience in the field of the CFP;
- Knowledge of the workings of the European institutions;
- Knowledge of the workings of ICCAT and GFCM;
- Knowledge of the specificities of Mediterranean fishing;
- Financial management skills, and in particular an ability to handle Community subsidies;
- Polyglot: knowledge of Italian, French, Spanish and English are essential. The knowledge of any other Mediterranean language is an advantage;
- Readiness to travel on foreign missions (in the Mediterranean basin and to Brussels in particular);
- Knowledge of IT and day-to-day use of informatics are essential (windows, excel, outlook, etc.).

Closing date for submission of candidacies: 15 May 2009

The interviews will take place in Rome at the headquarters of the RAC in the presence of the selection committee.

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(the RAC Mediterranean website is under construction).