

SUBJECT: PROCEDURE FOR THE SELECTION OF THE MEDAC EXECUTIVE ASSISTANT

The MEDAC is launching a call to seek suitable and qualified candidates to act as Executive Assistant

Position duties and responsibilities

- Provide secretarial and administrative support to the Executive Secretary and the Presidency of the MEDAC
- Develop and carry out an efficient documentation and filing system
- Day-to-day accounting
- Distributing mail, documents, information, convening meetings, etc.
- Ability to manage and update the MEDAC website, newsletter etc.
- Availability to travel in the EU Mediterranean Member States
- Preparing draft documents, circulating them amongst members
- Write reports, presentations and briefs
- Meet deadlines for completion of work in a timely manner
- Work in a team environment and especially in close collaboration with the Executive Secretary

Duration

- Indeterminate (The renewal of the contract will, among other things, depend on the renewal of the Specific Agreement signed with the European Commission on an operating grant.)

Salary

- 27.416,62€ gross salary per year

Working hours

- Full time position (40 hours per week) based in Rome

Qualification

- University degree (5 years equivalent): language and communication, business administration preferably
- At least 5- year work experience in fishery organizations and/or fisheries related issues, preferably in the Mediterranean basin
- Fluent in Italian, English, Spanish and/or French (other languages are also an advantage)

Skills

- Good written and oral communication skills
- Ability to write high quality reports
- Develop and carry out an efficient documentation and filing system
- Creating and maintaining databases, spreadsheets and accounting/bookkeeping



Appointment procedures:

Assessment of interested candidates will be carried out by an independent Evaluation Committee composed by the Presidency of the MEDAC. The short list of 5 applicants will be called for interviews on June 5 in Rome (further information on location). The successful candidate will be announced at the Executive Committee meeting that will be held on June 6, and will assume the position of Executive Assistant in September 2017.

Applications should be sent to: segreteria@med-ac.eu

All applications will be treated as confidential. For additional information or clarification, please address any inquiry to the above email.

We thank all respondents; however, only candidates under consideration will be contacted.

Deadline for application: 12 May 2017.

