



CONSEIL CONSULTATIF POUR  
LES EAUX OCCIDENTALES  
SEPTENTRIONALES

NORTH WESTERN  
WATERS  
ADVISORY COUNCIL

CONSEJO CONSULTIVO PARA  
LAS AGUAS  
NOROCCIDENTALES

## Vacancy at the North Western Waters Advisory Council: Fisheries Strategy & Administration Officer

The North Western Waters Advisory Council (NWWAC) was established in 2005 as one of the 11 Advisory Councils in the European Union to contribute to the achievement of the objectives of the Common Fisheries Policy (CFP) by providing advice to the European Commission and the EU Member States on the management of North Western Waters mixed fisheries on behalf of stakeholders. Members of the NWWAC are representatives of the EU fisheries sector (e.g. industry associations, ship owners, processors and traders) and other interest groups (e.g. environmental NGOs). The NWWAC is a company with limited guarantee under Irish law with its Secretariat based in Dublin, Ireland. The NWWAC is partly funded by the European Commission and the total staff of the Secretariat consists of the Executive Secretary and the Fisheries Strategy & Administration Officer. The NWWAC is a membership organisation consisting of 37 members from EU Member States around the North Western Waters and operates in three languages: English, French and Spanish.

For more information visit <https://www.nwwac.org/english>.

### Job description

The successful candidate will work together with the Executive Secretary in the day-to-day operational, financial and administrative functioning of the NWWAC, including policy-related work, as directed by the Executive Committee of the NWWAC. Tasks include, but are not limited to:

- Organising 3 Working Groups and relevant Focus Groups as identified by the Executive Committee;
- Handling NWWAC correspondence, such as distributing meeting invitations, agendas and documents;
- Preparing meeting slides and materials;
- Producing accurate technical records of NWWAC internal and external meetings;
- Moderating discussions within the AC, and assist the membership reach consensus on key topics;
- Drafting advice and correspondence for consideration at NWWAC meetings or in written procedure within the NWWAC (in English and using automated translation into French and Spanish);
- Assisting the Executive Secretary with the administration and functioning of Horizontal Working Group, Executive Committee and General Assembly meetings;
- Arranging logistics for NWWAC meetings (e.g. booking meeting rooms, accommodation, interpretation and technical services);
- Attending and reporting on NWWAC meetings and other relevant external meetings (e.g. with the EU Commission, Member States, ICES, EFCA, STECF) together with the Executive Secretary or alone as the main point of contact for meeting organisation;



- Maintaining and updating the content of the NWWAC website, the digital fisheries map of Europe's North Western Waters ([ACFishMap](#)) and the social media presence of the NWWAC;
- Assisting the Executive Secretary in managing all communication outputs, advice papers, social media and monthly update and in preparing press releases and other communication material for the NWWAC;
- Other administrative duties, as directed by the NWWAC Executive Secretary.

### Candidate requirements

The successful candidate will be an enthusiastic, efficient, independent and self-disciplined person with strong writing and communication skills, as well as organisational, administrative and basic financial skills. A degree in a relevant science and/or policy field is required. Knowledge on European fisheries topics is mandatory. A minimum of five years working experience in a similar working environment is desirable but not essential. Strong communication and social skills, and professional proficiency in English are essential. Fluency in French and/or Spanish would be beneficial. An excellent understanding of office management software (MS Office, including Excel; Zoom) is essential. The position is based in Dun Laoghaire, Dublin, Ireland. Though the Secretariat is based in Dun Laoghaire, arrangements may be made to live and work remotely in an EU Member State of the NWWAC, following the successful completion of a period of probation and agreement by the Directors of the NWWAC.

### The NWWAC provides

A dynamic, multi-disciplinary and international working environment in which you will work closely with the main stakeholders and decision-makers in the management of demersal fish stocks in the North Western Waters, with travel to NWWAC and external meetings in other EU countries when relevant. Office space and IT support is provided by Bord Iascaigh Mhara (Ireland's Seafood Development Agency), Dun Laoghaire, and remote working arrangements are possible, upon approval.

Employment will be full time (35 hours/week) for an initial period of one year including pension contributions with possible extension to a permanent contract based on performance evaluation. The candidate is expected to start on 01 March 2024 at the latest. The Fisheries Strategy & Administration Officer will be appointed on a gross annual salary between €55,698 and €71,303 depending on qualifications and former experience.

Applications including short motivation letter and CV should be addressed to Mo Mathies, NWWAC Executive Secretary ([mo.mathies@nwwac.ie](mailto:mo.mathies@nwwac.ie)) by midnight 08 December 2024. All enquiries about this vacancy or the application procedure can be made to the Executive Secretary by email or telephone: +353 1 2144 143.

Selected candidates will receive a short exercise to be completed ahead of the interviews. Interviews are expected in December 2024