

The American Chamber of Commerce in Ukraine is looking for a Policy Officer (Banking & Financial Services and Intellectual Property Rights Issues)

Position is available immediately

Job Responsibilities:

- Coordinating 2 dynamic Chamber Committees – (1) Banking & Financial Services and (2) Intellectual Property Rights
- Managing day-to-day operations of these Committees
- Maintaining internal communication among Committees' Members in English and Ukrainian
- Facilitating implementation of the Chamber B&F Services and IPR Committees' priorities and ensuring proper effectiveness and success rate
- Proactive informing of the Committees' Members on all related developments in relevant spheres, gathering and compiling feedbacks thereon
- Coordinating internal discussions and development of Committees' products, including analytical papers, amendments and proposals to legislation and regulatory acts
- Coordinating external communication with the relevant stakeholders
- Taking part in all other related activities

Essential Skills:

- Strong analytical background enabling the individual to understand topics and draft letters/ positions on behalf of the Chamber B&F Services and IPR Committees
- Ability to identify the potentially problematic for the industry issues and develop effective action plans for their mitigation
- Ability to coordinate and move forward with implementation of taken decisions quickly, in line with internal procedures and values
- Motivated quick learner, able to set and reach task-related goals
- Ability to advance initiatives aimed at improvement of legislative and normative acts in B&F Services and IPR spheres as well as develop vision of the ways for B&F Services and IPR Committees development
- Excellent English, Ukrainian and Russian language skills
- Ability to work under pressure to meet deadlines
- Good interpersonal and communication skills with a strong customer driven focus
- Team player able to work with limited supervision
- Experience of working in the government institutions/NGOs would be an advantage

We offer:

- A competitive position in a dynamic, fast-paced work environment
- Positive working environment and great Team
- Individual and professional growth opportunities
- Additional benefits, based on passing the probation period, may include full medical insurance, accident life insurance, extra vacation week upon annual review results, etc.

Qualified candidates are expected to send their applications **by October 31, COB** to asemotyuk@chamber.ua

We thank all applicants, however only short-listed candidates will be contacted.