

## The American Chamber of Commerce in Ukraine is looking for **Policy Officer (FLIFI\*)**

*\*Forum for Leading International Financial Institutions*

*Position is available immediately*

### **Job Responsibilities:**

- Coordinating and managing day-to-day operations of the dynamic FLIFI platform, incl.:
  - ✓ Coordinating and organizing FLIFI meetings
  - ✓ Drafting minutes and updates
  - ✓ Maintaining proper information flow
  - ✓ Working with publishers and coordinating printed promotional materials, if any
- Maintaining internal communication among the FLIFI Members in English and Ukrainian
- Facilitating implementation of the FLIFI priorities and ensuring proper effectiveness and success rate
- Proactive informing the FLIFI Members on all related developments in the financial sector, gathering and compiling feedbacks thereon
- Coordinating internal discussions and development of the FLIFI products, including analytical papers, amendments and proposals to legislation and regulatory acts
- Coordinating external communication with the relevant stakeholders
- Publishing content and maintaining website
- Activity planning and sequencing of FLIFI activities
- Acting as primary liaison with state officials representing the interests of FLIFI Members with respect to important financial, legal and regulatory matters
- Taking part in all other related activities
- Performing other tasks as assigned by the management

### **Essential Skills:**

- Strong analytical background enabling the individual to understand topics and draft letters/ positions on behalf of the FLIFI
- 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 the financial sphere as well as develop vision of the ways for the FLIFI 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

# Join the Chamber Dream Team

## 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, etc.

Qualified candidates are expected to send their applications by **December 21, COB** to [asemotyuk@chamber.ua](mailto:asemotyuk@chamber.ua).

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