

The American Chamber of Commerce in Ukraine is looking for

Policy Officer (Seeds Issues)

Position is available immediately

Job Responsibilities:

- Coordinating a very dynamic Chamber Committee (Seeds Issues)
- Managing day-to-day operations of this Committee
- Maintaining internal communication among Committee's Members in English and Ukrainian
- Facilitating implementation of the Chamber Seeds Issues Committee's priorities and ensuring proper effectiveness and success rate
- Proactive informing of the Committee's Members on all related developments in relevant spheres, gathering and compiling feedbacks thereon
- Coordinating internal discussions and development of Committee's 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 Committee (Seeds Issues)
- 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 relevant sphere as well as develop vision of the ways for Chamber Committee (Seeds Issues) 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, upon the completion of the probation period, include full medical insurance, accident life insurance, extra vacation week, etc.

Qualified candidates are expected to send their applications by **December 20, COB** to asemotyuk@chamber.ua.

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