

**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, may include full medical insurance, accident life insurance, extra vacation week, etc.

Qualified candidates are expected to send their applications **by April 16, COB** to [asemotyuk@chamber.ua](mailto:asemotyuk@chamber.ua)

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