

## The American Chamber of Commerce in Ukraine is looking for

### Policy Officer (Legal Issues)

*Position is available immediately*

#### Job Responsibilities:

- Effectively and properly coordinate a very dynamic legal policy direction within the Chamber Policy Platform – Legal Committee, Competition Committee, Compliance Club;
- Manage day-to-day operations of the above Committees and Club;
- Maintain internal communication among Committees' and Club Members in English and Ukrainian;
- Prepare and facilitate implementation of the Chamber Legal and Competition Committees' priorities and ensure proper effectiveness and success rate;
- Proactively inform the Committees' and Club's Members on all related developments in relevant spheres, gathering and compiling feedbacks thereon;
- Coordinate internal discussions and development of Committees' and Club's products, including position and analytical papers, amendments and proposals to legislation and regulatory acts, statements as well as social media and media engagements together with B2G Communications and Marketing Teams;
- Coordinate external communication with the relevant stakeholders;
- Arrange meetings with stakeholders and other relevant parties to move the Committees' and Club's priorities forward;
- Prepare talking points for the Chamber and Committees' Leadership for the meetings with stakeholders;
- Present and voice the Committees' position during meeting with stakeholders;
- Promote Committees' and Club's activities among current and prospect Members;
- Take part in all other related activities.

#### Essential Skills:

- Strong analytical background in legal policy, antimonopoly legislation and compliance enabling the individual to understand topics and issues as well as draft letters/ position papers/ statements on behalf of the above Committees and Club;
- Ability to thoroughly monitor legislative and regulatory environment and identify the potentially problematic issues for Chamber Member Companies, further develop effective action plans for their mitigation;
- Ability to coordinate and move forward with implementation of taken decisions in a quick and high-quality manner, 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 above Committees and Club development;
- Excellent English, Ukrainian and Russian language skills;
- Ability to communicate in a clear and professional manner;
- Ability to multi-task and work under pressure to meet deadlines;
- Good interpersonal and communication skills with a strong customer driven focus;
- Team player able to work within organizations' policies and procedures with limited supervision;
- Experience of working in the government institutions 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;



AMERICAN CHAMBER  
OF COMMERCE  
UKRAINE

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- 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 November 15, COB** to [asemotyuk@chamber.ua](mailto:asemotyuk@chamber.ua).

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