

**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 the website;
- Activity planning and sequencing of FLIFI activities;
- Acting as primary liaison with state officials representing the interests of FLIFI Members concerning 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 the 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.

### **We Offer:**

- A competitive position in a dynamic, fast-paced work environment;
- Positive working environment and a great team;



AMERICAN CHAMBER  
OF COMMERCE  
UKRAINE

Horizon Park BC, 15 Floor  
12 Amosova Street, Kyiv, 03038, Ukraine  
Phone: +380 44 490 5800 | Fax: +380 44 490 5801  
chamber@chamber.ua | www.chamber.ua

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

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