



Lobby & Policy Officer

Deadline for applications: until suitable person is found

Location: Chisinau (Moldova), EBA head office

Starting date: as soon as possible

Conditions: full-time, open contract.

European Business Association (EBA) is an independent, non-government organization set up by 10 founders - one of the biggest investors in the Republic of Moldova, under the auspicious of EU Delegation - aimed at aligning the national economy and business legislation to the EU standards, and promote European values and best business management practices in the Moldovan entrepreneurial Community.

The **EBA Vision** is to enable & drive the full establishment of European business practices and values in Moldova wishing to promote and contribute to the harmonization of economy of Moldova and the EU.

Responsibilities

For the head office of EBA, a flexible staff is needed concerning:

- Provide research of high quality and policy analysis towards EBA policy issues
- Support the Executive Director in advocating for and implementing the EBA policies

In relation to the duties to **policy analysis**, the officer will manage and coordinate the strategy and planning of policy and research of EBA issues.

Activities include:

- ✓ Design and develop a timetable of work to ensure delivery of all delegated projects, advocacy and research within the required timescale.
- ✓ Contribute clear and achievable proposals for policy related research and advocacy in coordination with the Executive Director and the Head of Sector Committees, taking account of current jurisdictions of Moldova
- ✓ Ensure a high level of understanding of, and expertise in, policy issues within the EBA Board.
- ✓ Share and publicize the views of the EBA Board with key stakeholders, government, the media and other organizations, and at meetings and conferences.
- ✓ Manage external policy experts
- ✓ Initiate support and maintain networks to ingather information and intelligence on relevant policy matters
- ✓ Identify and make the case for the support of specialists as required in order to augment research, analysis and policy proposals.

- ✓ Write and implement communication and advocacy plans to build support for key initiatives.
- ✓ Write briefings and reports for the Chief Executive, Heads of Sector Committees and the EBA Board on relevant policy matters.
- ✓ Draft articles at short notice relating to relevant research and policy matters for EBA
- ✓ Respond to media enquiries as required on relevant research and policy matters
- ✓ Represent EBA on external groups that contribute significantly to the policy priorities.
- ✓ Provide regular updates and reports on policy matters to the EBA Board

Requirements

Candidates for this position should meet the following criteria:

- ✓ Degree or relevant professional qualification, or substantial work experience at a level demonstrating graduate ability.
- ✓ 3 - 5 years of relevant experience in policy related work
- ✓ Experience of working in a policy role at national level.
- ✓ Experience of managing and delivering specific policy, advocacy and research projects on time and to budget.
- ✓ Experience of dealing with the media and public authorities, and presenting well to a variety of audiences at short notice.
- ✓ Excellent interpersonal and verbal/written English communication skills
- ✓ Work experience in working in an international NGO/association scenario desirable
- ✓ Having experience to work in a small team, with a high degree of flexibility

Motivation

- ✓ Keen to play an integral part in the development of EBA's policy and research work.
- ✓ Confident in effectively developing and delivering policy and research matters to the members of EBA.
- ✓ Desire to deliver projects across the EBA membership to achieve policy change
- ✓ Ambitious individual with a policy background who is keen to take on a more senior role with the associated responsibilities and accountabilities.
- ✓ Opportunity to work in an international environment

He/she has to be able to work 'hands-on' and as part of a small team. He/she must work well under pressure, ensuring the smooth and efficient running of a project.

The EBA Lobby & Policy Officer reports directly to the Executive Director of EBA.

To apply, please send your CV, covering letter, the name of a reference to info@eba.md