



Tax Policy Adviser

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 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 lobby policy issues, with special focus on tax and finance topics
- Support the Executive Director in advocating for and implementing the EBA policies

In relation to the duties to **policy analysis**, the Tax Policy Adviser 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 Head of Sector Committees, taking account of current jurisdictions of Moldova
- ✓ Ensure a close and permanent contact with the members of the association and collect the issues they are facing in the area of tax policy, administration, financial reporting, customs procedures, etc
- ✓ Provide the necessary expertise on the issues collected and ensure the necessary documentation and intelligence on the issue;
- ✓ Share and publicize the views of the EBA Board/members with key stakeholders, government, the media and other organizations, and at meetings and conferences.
- ✓ Ensure coordination with the Executive Director and other colleagues on the Position Papers and messages to be presented to public authorities and other stakeholders;

- ✓ Initiate support and maintain networks to ingather information and intelligence on relevant policy matters
- ✓ Write and implement communication and advocacy plans to build support for key initiatives.
- ✓ Write briefings, speeches 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
- ✓ Being motivated 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 his/her responsibilities.

The EBA Policy Manager 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