

JOB DESCRIPTION

Section 1 - Details

Job Title	Economic Analyst
Team	Policy and Recovery Investigations Team
Responsible to / Line Manager <i>This should be a role title, not a named individual.</i>	Deputy Business Ombudsman
Direct Reports <i>This is about scope of the role. Please include job titles and the reporting relationship.</i>	N/A
Location	Business Ombudsman Council, Kyiv
Date Prepared	January 2024

Section 2 – Purpose of Job

The role of an Economic Analyst at the Business Ombudsman Council involves providing critical support in understanding and addressing national economic issues within the context of the organization's mandate.

Objective

Support the Business Ombudsman Council by providing insightful analysis and interpretation of economic data and trends. This position contributes to informed decision-making processes, strategic planning, and policy formulation including but not limited:

- Analysing economic data, trends, and relevant information to gain insights into the business environment.
- Serve as the 'go-to' person for data/research and all operational/resource support work as directed by the Deputy Business Ombudsman.

Section 3 – Background

The Business Ombudsman Council is a standing consulting and advisory body of the Cabinet of Ministers of Ukraine. The BOC has been established to contribute to the transparency of the activities of state authorities, and businesses within the scope of their administration, preventing corruption and/or other violations of the legitimate interests of businesses. It consists of BO and two DBOs and is supported by a secretariat. An Investigator is part of the secretariat and reports to a Deputy Business Ombudsman.

In connection with the full-scale invasion of russia and the need to overcome the consequences for the economy and systems of vital activity of Ukraine, the BOC signed Memoranda of Partnership with the Reconstruction Agency and Memorandum of Cooperation with the Ministry of Communities, Territories, and Infrastructure Development of Ukraine. The purpose of these Memorandums is to create better conditions and provide comprehensive assistance to the private sector to participate in reconstruction projects in Ukraine, both at the stage of policy development and in the process of practical implementation of projects.

Within this context, the principal roles of the Economic Analyst to conduct comprehensive analysis of economic data and policy information, industry-specific indicators, and interpret data to identify trends, opportunities, and potential risks affecting the organization's performance and the broader economic environment.

Section 4 – Accountabilities & Responsibilities

- Prepare documents and reports to present information to a variety of audiences. Review and screening of relevant documents/reports for consistency with BOC strategy. Provide research/analytical support to work products produced and on assignments that may arise as directed by the Deputy Business Ombudsman. Research market conditions, competitors, and industry trends to provide accurate and timely information for strategic decision-making.
- Describe economic policies, regulations, and external factors on the organization's operations, navigating economic challenges and leveraging opportunities arising from changes in economic policies.
- Collaborate with the BOC senior management and the team to integrate economic insights into strategic planning processes.
- Prepare and present reports, dashboards, and presentations conveying economic insights to internal stakeholders and external partners.
- Contact, arrange, and attend meetings with stakeholders.
- Be proactive in learning and knowledge sharing and take the initiative to create new BOC products.

Section 5 – Knowledge, Skills, Experience & Qualifications

- Bachelor's degree in a related field and at least 5 years of relevant experience. Related fields of education include business, finance, or economics or an area of expertise specific to a sector, subject matter, or industry speciality. Relevant experience could include a proven track record in business consulting or investment banking, operational experience in the sector or technical or professional field.
- Ability to demonstrate attention to detail, thoughtful scenario analysis, and diligence in the quality of one's own work.
- Strong interpersonal skills, ability to interact effectively with stakeholders and colleagues.
- Fluency in English, both verbal and written skills.

Section 6 – Challenges

- Ability to work to challenging deadlines with a positive problem-solving attitude while collaborating with multiple stakeholders.
- Ability to analyse complex economic, policy, and legal issues and translate concepts into readily understandable documents, decisions, and convey the rationale.
- Diplomacy, at ease in complex environments.