

We are glad to announce the competition for the fulfillment of the vacant position – **Junior Investigator** in the **Business Ombudsman Council**.

Who we are:

The Business Ombudsman Council is a non-governmental organization and an independent permanent advisory body of the Cabinet of Ministers, established with the participation of the EBRD, the OECD, leading Ukrainian business associations and the Government. The BOC reviews B2G complaints concerning malpractice of state bodies.

Key requirements:

- Law degree from reputable university;
- At least 2 years of relevant experience with an international or reputable law firm with strong focus on business-related issues;
- Experience in dispute analysis/resolution is considered an asset;
- Demonstrated experience in preparation of high-quality legal documents (namely: legal opinions, procedural documents, case reports etc.);
- Strong analytical skills with the ability to interpret complex legal, commercial and financial information;
- Well-developed research skills;
- Experience with tax law matters will be a strong advantage;
- Excellent command of Ukrainian and English, both written and spoken, together with the ability to draft in Ukrainian and English to a very high standard;
- Excellent time-management and communication skills;
- Be able to organize, manage and schedule multiple tasks in a timely and resource-efficient manner.

Job duties:

- Conduct in-depth researches on relevant laws, regulations, case law and legal articles;
- Identify, obtain, review and analyse all documentation relevant to the investigation;
- Draft correspondence, legal documents and legal opinions;
- Liaise with complainants and government within complaint's issues;

- Participate in administrative proceedings and meetings with state authorities or complainants;
- Assist in investigating the facts of a complaint/case;
- Assist in the preparation of investigation reports including findings, analysis and recommendations, when required;
- Prepare translations from Ukrainian into English and vice versa;
- Provide technical support related to investigations and expert groups;
- Assist with systemic reports' issues.

What we offer:

- Competitive salary pegged to the USD exchange rate;
- Health insurance after the probation period (A++);
- Challenging assignments in a dynamic environment and different industries and legal spheres;
- Semi-remote type of work (with the necessity to visit the office only once-twice a week).

All interested candidates are encouraged to apply by emailing their CV (not exceeding 2 pages) along with a Motivation Letter in English with the subject line «Vacancy of Junior Investigator» to tamara.kalapa@boi.org.ua

Please note that only shortlisted candidates will be contacted in the next stage of the process (which include a written task and an interview).

Please note that we will not consider candidates with work experience in state or municipal authorities and businesses within the scope of their administration for previous at least half a year.