

## How to place an Employment Ad in the Post

### In Person

Bring your ad to our office at 34 Lesya Ukrainka Blvd., 4th floor, Room 401 from 9:00 a.m. to 6:00 p.m. Ask for Vladimir Kharitonenko.

### By Fax or Phone

Send a fax including number of boxes, number of issues and form of payment to **254-3113** or call **496-1111**. e-mail: [volodya@kppublications.com](mailto:volodya@kppublications.com)

### Deadline

The deadline for Thursday Employment ads in the Post is one week before publication.

### Payment

Pre-payment is required in all cases.

### Mini Resume

Send us a brief CV (it should be no more than 20 words) and we'll run it in 2 issues of the Post for only Hr 50. Please stop by at "Vash Dom" agency, Triokhsviatitska St. 3 to drop off your CV. Tel: 228-4010

And don't forget to post your resume on [www.ukrjob.net](http://www.ukrjob.net) - FOR FREE!

# THE POST



For confidential consideration, please send your resume to **STAFF STANDARD** by fax **517-0859**, **517-1463**, by e-mail: [stafstan@adamant.net](mailto:stafstan@adamant.net) or to Kyiv 02002, PO BOX 326. **!!! Welcome to our new site [www.stafstan.com](http://www.stafstan.com) !!!**

### NATIONAL KEY ACCOUNT MANAGER (Multinational FMCG Company)

- University Degree, Good command English, minimum 4 years of experience in a consumer product sales and/or marketing organization with at least 2 of this years in a senior positions. Successful experience working within a team environment that includes cross-functional resources/departments.

### TRADE MARKETING MANAGER (Multinational FMCG Company)

- University degree, male/female aged under 35, good English, 2+years of relevant work experience in foreign company.

### MARKETING MANAGER (INDUSTRY) (Foreign Production Company)

- University Degree, Male aged under 35, good command of English, 2+years of relevant experience. Main responsibilities: Market Analysis, Planning, Budget Control, Customer Relations, Advertising, Presentations, Web Site updating.



**JavaCard Programmer**  
**Construction Project Manager**  
**Public Relations Manager**

[www.recruitive.com](http://www.recruitive.com)

National leading FMCG manufacturing company is looking for:

### SENIOR FINANCIAL OFFICER

#### Requirements:

- 3 – year working experience at the leading producing companies FMCG on the similar position
- from 2 – year experience in going over audit at big "four"

### HEAD OF PR DEPARTMENT

#### Requirements:

- 3 – year working experience at the leading producing companies FMCG on the similar position
- experience in coordination of budget of large PR-projects

To apply please, contact [loyanich@upk.od.ua](mailto:loyanich@upk.od.ua) or **8-0482-344043**.

Closing date for resume sending is 31.12.04

### Sales Person WANTED

for a Medical Centre operated by Foreign Company. Full command of the English language and PC-literate.

CV in hand-writing must be sent to fax # **253-72-27** or [secretary@kl.kiev.ua](mailto:secretary@kl.kiev.ua)



### BUSINESS LINK

is looking for the following

### HEAD OF SALES DEPARTMENT

### CLIENT MANAGER

### QUALIFIED TEACHERS OF ENGLISH with minimum 3 years teaching experience

please send your applications to our e-mail: [office@businesslink.kiev.ua](mailto:office@businesslink.kiev.ua) or fax **220-5580**, tel. **494-2080**



### CHEF PRODUIT JUNIOR

#### Compétences requises:

- Education supérieure
- Parfaite maîtrise du Français
- Expérience marketing
- Bonne maîtrise de l'outil informatique (MS Office)
- Expérience automobile souhaitée.

#### EXPERT DISTRIBUTION

#### Compétences requises:

- Education supérieure (économique souhaitée)
- 1<sup>ère</sup> expérience de travail appréciée, surtout dans l'automobile
- Bonne connaissance PC (MS Office, surtout Excel)
- Français obligatoire, Anglais comme +

Merci d'envoyer votre CV avec une remarque du poste recherché par fax 8 (044) 490-28-86 ou par e-mail : [irina.zaboula@renault.com](mailto:irina.zaboula@renault.com)



Tel.: (044) 228-7103, 228-7444, (067) 784-2704; Fax: (044) 228-2059; [info@powerfact.com.ua](mailto:info@powerfact.com.ua)

- ◆ **General Manager** (processing plant in Southern Ukraine, international company)
- ◆ **Sales and Marketing Manager** (international company, experience in project / tenders management for technical products, preferably in traffic / transportation area)
- ◆ **Sales and Marketing Supervisor** (international company, experience in FMCG/office market, work with retail outlets, knowledge of stationary market, excellent presentation skills)
- ◆ **Market Analyst** (analytical skills, experience within industrial companies)
- ◆ **Business Controller** (financial / economic background; experience in business control, cost management, business planning)
- ◆ **Business Development Manager** (international company, experienced in project sales)
- ◆ **Key Account Manager** (technical background in automation, sales of automation and control systems)

RECRUITMENT  
PERSONNEL AUDIT  
ASSESSMENT/DEVELOPMENT CENTERS  
OUTSTAFFING  
STAFF LEASING  
OUTPLACEMENT

See all 58 current vacancies at: [www.powerfact.com.ua](http://www.powerfact.com.ua)



Our Client, **British American Tobacco Ukraine** is an international tobacco company operating in 180 world markets with more than 300 cigarette brands in its portfolio. **British American Tobacco Ukraine** is one of the biggest tobacco companies in Ukraine with its factory in Prilucky, Chernihiv region. **British American Tobacco Ukraine** announces the vacancies for:

### Internal Auditor (code EG 2262)

**Requirements:** Experience in conducting audit of company's activities, ability to analyze business process and corporate accounting, evaluate company's weak sides and risks, give the corresponding advice to the management of the company; University degree in Economy/Finance, knowledge of international standards, procedures of management accounts; fluent English.

### Accountant (code EGR 2243)

**Requirements:** Economic education, 2+ years of experience in Accounting Department on a similar position within a large foreign FMCG company, knowledge of Ukrainian legislation and taxation, GAAP; ability to work in a team, conversational level of English.

### HR Department Administrator (code BV 2223)

**Requirements:** University degree, 2+ years professional experience within a large (preferably foreign) company, fluent English and Ukrainian, advanced PC user. Excellent knowledge of Labor legislation and HR documents circulation.

### Office Administrator (code TM 2222)

**Responsibilities:** University degree, 2+ years of professional experience of administrative work within a foreign company, fluent English and Ukrainian, ability to manage functioning of a large office (about 100 people).

When sending your CV, please, indicate code and name of the vacancy in a subject line of your message.



**RECRUITING AGENCY PERSONNEL**  
Tel. **461 79 72 (serial)**, E-mail: [cv@personnel.kiev.ua](mailto:cv@personnel.kiev.ua)



### FRENCH DAIRY COMPANY IS LOOKING FOR INTERNAL OPERATIONS CONTROLLER

#### General Requirements:

- University degree in economics
- 3+ years of experience in internal controlling in western FMCG company or audit firm dealing with FMCG
- Hard working, able to work under pressure, good interpersonal skills
- English, Russian, Ukrainian - perfect
- PC literacy; driving license ("B")
- Able to travel

#### The Job:

- Create and monitor procedures for goods movements
- Stock reconciliation, stock-takes

#### We offer:

- Attractive salary
- Trainings
- Good career opportunities

Please send your CV in English to e-mail [dujob@inet.ua](mailto:dujob@inet.ua) with Subject "Internal Controller"



PricewaterhouseCoopers is the world's leading accounting and consulting firm employing more than 120,000 people worldwide. The firm's highly successful practice in Ukraine is experiencing significant growth in the demand for its services and seeks outstanding candidates to join our business:

### TAX CONSULTANT IN THE INDIVIDUAL TAXES GROUP (TAX AND LEGAL DEPARTMENT)

- Degree in Accounting/Finance/Economics/Law
- More than 3-year experience with a reputable western or local company (experience with other Big 4 would be an advantage)
- Excellent working knowledge of English as well as Ukrainian and Russian languages: both written and verbal
- Developed communication and interpersonal skills
- Extensive computer skills (Excel, PowerPoint, Word)
- Ability to adapt to an intensive work environment
- Ability to work in a team and learn quickly
- Analytical mind
- Ambitious and career-minded

Please send your CV (quoting "Individual Taxes Consultant") to the HR department till 31 December 2004  
Fax # 216-4558 or e-mail: [recruitmentukraine@ua.pwc.com](mailto:recruitmentukraine@ua.pwc.com)

### TAX CONSULTANT IN THE CORPORATE TAXES GROUP (TAX AND LEGAL DEPARTMENT)

- Degree in Accounting/Finance/Economics
- At least 1-year experience in corporate taxation with a reputable western or local company (as chief accountant/tax accountant/auditor)
- Excellent working knowledge of English as well as Ukrainian and Russian languages: both written and verbal
- Developed communication and interpersonal skills
- Extensive computer skills (Excel, PowerPoint, Word)
- Ability to adapt to an intensive work environment and travel on business within Ukraine and abroad
- Ability to work in a team and learn quickly
- Analytical mind, ambitious and career-minded

Please send your CV (quoting "Corporate Taxes Consultant") to the HR department till 31 December 2004  
Fax # 216-4558 or e-mail: [recruitmentukraine@ua.pwc.com](mailto:recruitmentukraine@ua.pwc.com)

### JUNIOR LAWYER IN THE LEGAL GROUP (TAX AND LEGAL DEPARTMENT)

- Degree in Law (US/UK LL.M. is preferred)
- At least 1-year experience with a reputable western or local company
- Excellent working knowledge of English as well as Ukrainian and Russian languages: both written and verbal
- Developed communication and interpersonal skills
- Extensive computer skills (Excel, PowerPoint, Word)
- Ability to adapt to an intensive work environment and travel on business within Ukraine and abroad
- Ability to work in a team and learn quickly
- Analytical mind
- Ambitious and career-minded

Please send your CV (quoting "Junior Lawyer") to the HR department till 31 December 2004  
Fax # 216-4558 or e-mail: [recruitmentukraine@ua.pwc.com](mailto:recruitmentukraine@ua.pwc.com)

### OUTSTANDING EXECUTIVE SECRETARY / PERSONAL ASSISTANT

- University Degree (Linguistics/Business/other relevant)
- At least 2-year experience in Secretarial/PA position
- Excellent working knowledge of English as well as Ukrainian and Russian languages: both written and verbal
- Developed communication and interpersonal skills
- Extensive computer skills (Excel, PowerPoint, Word)
- Ability to adapt to an intensive work environment and travel on business within Ukraine and abroad
- Ability to work in a team and learn quickly

Please send your CV (quoting "Executive Secretary/PA") to the HR department till 31 December 2004  
Fax # 216-4558 or e-mail: [recruitmentukraine@ua.pwc.com](mailto:recruitmentukraine@ua.pwc.com)

### VACANCY ANNOUNCEMENT

United Nations Development Programme (UNDP) invites applications from highly qualified, energetic, proactive and experienced Ukrainian professionals, who are fluent in English, for the following post in our office in Ukraine:

- **EXECUTIVE ASSISTANT TO THE UNITED NATIONS RESIDENT COORDINATOR/UNITED NATIONS DEVELOPMENT PROGRAMME RESIDENT REPRESENTATIVE (UN/UNDP RC/RR) IN UKRAINE.**

Under the direct supervision of the RC/RR, the Executive Assistant will provide direct support to the RR/RC in the organization of a wide variety of tasks and in achieving optimal results. The key functions to be performed will be:

- Organize and expedite the flow of work through RC/RR's office with follow up on delegated tasks to ensure they are properly performed; actively solving problems and avoiding their emergence is essential;
- Review incoming materials, applying judgement on priorities and drawing RR's attention accordingly; RR/RC will rely on EA to review materials in Ukrainian or Russian and to provide, at a minimum, a synopsis of the issue in English and in some cases a full translation.
- Outreach to senior officials in Government, the UN family and donors; arrangements of appointments; maintain a daily calendar, with proper screening and provision of first responses where possible;
- Organize and prepare staff meetings or special external events; prepare minutes and/or note from key meetings; draft outgoing responses on behalf of RR;
- Advise on national practices and customs for optimal efficiency of RR/RC in Ukraine;
- Provide assistance to the Deputy RR and other staff when required as well as perform other duties as required.

We request all those interested not to miss this opportunity and to urgently submit your application. For full details on the post requirements, post descriptions, as well as information on UNDP activities please visit our web-site at <http://www.un.kiev.ua/bc/jobs/>. The above position may lead to a career in the UN system.

Deadline for applications is **24 December 2004**. UNDP will use a transparent and competitive screening process, though will only contact those applicants in whom there is further interest.

UNDP Office in Ukraine  
1, Klovskiy uzviz, Kiev 01021  
e-mail: [vegorov@un.kiev.ua](mailto:vegorov@un.kiev.ua); fax: (8-044) 253-2607



## BRAIN SOURCE INTERNATIONAL

European pharmaceutical company is looking for  
**→ BUSINESS UNIT MANAGER**

**Requirements:**

- ◆ Relevant experience at least 2 years as a Business Unit / Sales&Marketing manager within strong company;
- ◆ Good communication, strategic planning and organisational skills.

Please name the title of vacancy

Please, apply with Your CV: [om@brain-source.com](mailto:om@brain-source.com)

European pharmaceutical company is looking for  
**→ PRODUCT MANAGER**

**Requirements:**

- ◆ Medical education, Fluent English (spoken, written);
- ◆ Relevant experience at least 2 years within strong pharmaceutical company;
- ◆ Good communication, analytical and organisational skills.

Please name the title of vacancy

Please, apply with Your CV: [om@brain-source.com](mailto:om@brain-source.com)

Multinational auditing company (Big 4) is looking for  
**→ MANAGER**

**Requirements:**

- ◆ Comprehensive auditing experience and appropriate education needed;
- ◆ Fluent English is a must.

Please name the title of vacancy

Please, apply with Your CV: [ao@brain-source.com](mailto:ao@brain-source.com)

Our client, an investments company, is looking for  
**→ HEAD OF CORPORATE FINANCE**

**Requirements:**

- ◆ Degree in Finance/Economics, MBA;
- ◆ Work experience with bank or finance institution on executive position not less than 3 years (M&A, transactions, etc.);
- ◆ Fluent English (spoken, written);
- ◆ 28-40 y.o.

Location: Kiev

Please, send Your CV to: [aa@brain-source.com](mailto:aa@brain-source.com)

«Brain Source International Ltd»

Tel/Fax: (044) 531 98 84, (044) 501 06 70

Email: [info.ukraine@brain-source.com](mailto:info.ukraine@brain-source.com)

[www.brain-source.com](http://www.brain-source.com)

### VACANCY ANNOUNCEMENT

United Nations Development Programme (UNDP) invites applications from highly qualified, energetic, proactive and experienced Ukrainian professionals, who are fluent in English, for the following post in our office in Ukraine:



#### ● ADMINISTRATIVE MANAGER

The incumbent will be responsible for the following basic functions:

- Provide effective and quality travel related services (including ticketing);
- Facilitate issuance of visas and dealing with protocol matters with the Ministry of Foreign Affairs and other authorities;
- Provide the Office transport fleet supervision (4 vehicles);
- Assure office inventory system maintenance and timely reporting;
- Arrange for proper office building maintenance, including periodic repairs;
- Coordinate security arrangements and internal guards system;
- Supervise the work of reception, cleaners, maintenance specialist and office assistant;
- Draft administrative correspondence on a variety of administration related issues.

We request all those interested not to miss this opportunity and to urgently submit your application. For full details on the post requirements, post descriptions, as well as information on UNDP activities please visit our web-site at <http://www.un.kiev.ua/bc/jobs/>. The above position may lead to a career in the UN system.

Deadline for applications is **24 December 2004**. UNDP will use a transparent and competitive screening process, though will only contact those applicants in whom there is further interest.

UNDP Office in Ukraine

1, Kloviskiy uzviz, Kiev 01021

e-mail: [vegorov@un.kiev.ua](mailto:vegorov@un.kiev.ua);

fax: (8-044) 253-2607



is looking for a

### CUSTOMER MANAGER & PRODUCT MANAGER

Dear Sirs,

Today you have a great opportunity to join high-skilled team of Huawei Technologies Co., Ltd (Telecommunication Company) in Kiev Representative Office.

We are looking for:

**Customer Manager, Product manager (fixed, mobile and optical networks)**

**Our main requirements:**

- 1) Higher education (preferable in Telecommunication / IT technologies specialty);
- 2) More than 1 year experience in telecommunication field;
- 3) Good English;
- 4) Smart, Presentable, Communicative etc.;
- 5) Under 30 years old.

Resumes (english and russian variants, with mark "Customer manager", "Product Manager") please send to:

[aananchenko@huawei.com](mailto:aananchenko@huawei.com)

Contact telephone number: 490-22-16/17 (Olga - HR)



### DEPUTY GENERAL DIRECTOR FOR COMMERCIAL OPERATIONS

**Responsibilities:**

- Manage departments of sales, purchases and marketing
- Prepare sales plans and control their execution
- Supervise contracts with suppliers and develop customer relations
- Oversee product assortment

**Requirements:**

- Higher education
- Relevant managerial experience (2-3 years)
- Knowledge of construction materials market
- Conversational English
- Aged over 30, male

### FINANCIAL CONTROLLER

**Requirements:**

- Higher economic education
- Relevant job experience (2-3 years)
- Knowledge of IFRS
- Conversational English

### MARKETING MANAGER

**Requirements:**

- Higher education
- Relevant job experience (2-3 years)

Please e-mail your resume to: [sarguns@novalinia.com.ua](mailto:sarguns@novalinia.com.ua)

### BRITISH EMBASSY, KYIV:



British Embassy, Kyiv

#### VISA / CONSULAR SECTION CASHIER

The British Embassy in Kyiv is seeking to recruit a temporary cashier to join a busy team at the Visa and Consular Section. The position will be for approximately 6 months from mid-January 2005 covering maternity leave.

The successful applicant will ideally be qualified and experienced in the field of cashier duties, have previous experience in visa related work and will be a good team player. He/she should also be a self-motivator, able to work extremely accurately under pressure without supervision. Good numerical and I.T skills, as well as excellent English, Ukrainian and Russian are also a prerequisite.

Further details of duties and responsibilities, as well as the application form, are available from [www.britemb-ukraine.net/Vacancies/](http://www.britemb-ukraine.net/Vacancies/). This should be completed in English and submitted to [vacancy.kiev@fco.gov.uk](mailto:vacancy.kiev@fco.gov.uk) or by fax to (44) 490 3662.

The deadline for applications is **4 p.m. Thursday 23 December**.

### BRITISH EMBASSY, KYIV:



British Embassy, Kyiv

#### VISA SECTION ASSISTANT

The British Embassy in Kyiv is seeking to recruit 2 temporary visa assistants to join a busy team at the Visa and Consular Section. The position will be for 3 months from January to March 2005 with the possibility of an extension.

The assistants main duties will be to provide administrative support to entry clearance officers, updating computer records and processing application forms.

Further details of duties and responsibilities, as well as the application form, are available from [www.britemb-ukraine.net/Vacancies/](http://www.britemb-ukraine.net/Vacancies/). This should be completed in English and submitted to [LE4vacancy.kiev@fco.gov.uk](mailto:LE4vacancy.kiev@fco.gov.uk) or by fax to (44) 490 3662.

The deadline for applications is **4 p.m. Thursday 23 December**.

### VACANCY ANNOUNCEMENT

United Nations Development Programme (UNDP) invites applications from highly qualified, energetic, proactive and experienced Ukrainian professionals, who are fluent in English, for the following post in our office in Ukraine:



#### ● MANAGER OF BUSINESS CENTRE

Under the supervision of the UNDP Deputy Resident Representative, the Manager of the Business Centre will be responsible for the following:

- Manage and lead the implementation of the operational strategies, plans with actions and deliverables in the domain of full-scale operational support to the clients: country office, projects and other UN agencies.
- Guide and oversee staff performance and assure proper delivering of services and implementation of the operations tasks within resource and budget management; finance; procurement of goods; sub-contracting; personnel management; IT.
- Ensure strategic resources management including participation and advice on planning of available resources, tracking/utilization of funds;
- Assure that headquarter reporting on the BC performed functions is effectively and timely executed;
- Coordinate the network of all administrative personnel of UNDP projects. Organize and lead meetings;
- May represent UNDP in the provision of services to external clients and partners;
- Perform a variety of functions related to the BC mandate for smooth operational implementation of the projects.

We request all those interested not to miss this opportunity and to urgently submit your application. For full details on the post requirements, post descriptions, as well as information on UNDP activities please visit our web-site at <http://www.un.kiev.ua/bc/jobs/>. The above position may lead to a career in the UN system.

Deadline for applications is **24 December 2004**. UNDP will use a transparent and competitive screening process, though will only contact those applicants in whom there is further interest.

UNDP Office in Ukraine

1, Kloviskiy uzviz, Kiev 01021

e-mail: [vegorov@un.kiev.ua](mailto:vegorov@un.kiev.ua);

fax: (8-044) 253-2607

#### Civil Engineering

**MINI RESUME** UM, University degree in Mechanical Engineering. Proper background in Project Management. Working experience within Western Companies. Good English, PC skills. Tel.(home): 245-9922 Vladimir

#### Admin/HR Management

**MINI RESUME** Female, University degree, 5-year experience with USAID and GF projects; qualified in general office administration; HR management, financial administration; international project management, policy and procedures development/optimization/control; personnel management/coaching/performance, assessment. Phone: +38-050-689-1930, e-mail: [btmail@ukr.net](mailto:btmail@ukr.net)

#### Business Assistant

**MINI RESUME** Man 35, University degree in economic, Understanding of Ukrainian business, English, German and Polish languages, PC-advanced user, E-marketing specialist English, German and Ukrainian driving licenses. Huge travelling experience Vadim Piletsky. Tel.: +38-067-2574311 Mail: [vdv@btinternet.com](mailto:vdv@btinternet.com)

#### Sales/Adv. Manager

**MINI RESUME** F, 25, University degree, 2 year working experience in sales, client service oriented, organizing exhibitions. Communicative, hard-working, easy to learn. Tel.: 8-067-698-1733 Svetlana

#### Strategic Management

**MINI RESUME** More than 10 years of strategic and senior project management professional experience in Ukraine and NIS. E-mail: [f-29@list.ru](mailto:f-29@list.ru) Tel.Voice mail: (044)570-9659

#### Translator/Interpreter

**MINI RESUME** Lady, 31, University degree in translating/interpreting, fluent English, wide experience, personal car. Call Irina 8-067-234-6761, 296-4807

#### Logistics

**MINI RESUME** Degree in International Business. Experienced in department creation, developing suppliers, managing inventory, logistic process optimization, transportation, import. Fluent English, excellent planning, organizational, analytical and negotiation skills. Please call: 8-050-942-5171 or email: [logistics\\_ts@yahoo.com](mailto:logistics_ts@yahoo.com)

### The Ukrainian Citizen Action Network (UCAN)

is looking for experienced professionals to fill the full-time positions of:

#### GRANTS PROGRAM OFFICER

for detailed job description and requirements, please, go to [www.ucan-isc.org/eng/openings/](http://www.ucan-isc.org/eng/openings/)

#### Management

**MINI RESUME** Ein fähiges Team mit 7-jährigen Berufserfahrung bei der grossen und bekannten westlichen Vertretung verfügt über Durchsetzungsstärke, analytische und konzeptive Fähigkeiten, Verhandlungsfähigkeit, Reisebereitschaft und Belastbarkeit, Lernbereitschaft, Hochschulabschluss, eigene PKW's, gutes Deutsch und ordentliches Englisch, innovativ, kreativ, verantwortungsvoll und zuverlässig sucht nach vielversprechenden Möglichkeiten der Zusammenarbeit und Vertretung des westlichen Partners in der Ukraine Unsere Mob. 8067 5258760, 8050 3392298

#### Business Strategy

**MINI RESUME** M, 28. 2 Master's degrees from University of California at Berkley: Business (Marketing Strategy) and Economics. Diverse experience. Diligent, charismatic, highly analytical. Tel.: (067)445-0185, [alexxkapinos@yahoo.com](mailto:alexxkapinos@yahoo.com) Alexander



European Bank for Reconstruction and Development

The European Bank for Reconstruction and Development has a unique challenge to assist the countries of central and eastern Europe and the CIS in their transition to democracy and market economies.

EBRD is the largest financial investor in Ukraine with over 1.5 billion EUR total investments. It offers a unique combination of public and private sector banking expertise, and supports projects through lending, taking equity positions and providing

### ANALYST

#### Kiev Resident Office

**Job description**

The Analyst, based in the Kiev Resident Office of EBRD, will provide support to the project preparation process under direct and continuous supervision from Operation Leaders. This includes -

- Credit and financial aspects of project development, including performing financial analysis of companies, preparing of financial modelling, ideally with a focus on financial institutions
- Participating in project implementation, including administrative and analytical support in specific areas of project monitoring
- Research and analysis of background information for different companies or sectors
- Drafting of specific assigned portions of Bank documents
- Providing administrative and analytical support for project monitoring

**Skills and experience required**

- University degree in business administration, economics, finance, or other relevant disciplines
- 3 years business experience in the financial sector
- Credit analysis skills, ability to interpret accounts, understanding accounting principles and practice of credit analysis
- Proven analytical skills; strong numerical and financial skills with ability to design financial models
- Computer literacy, conversant with Microsoft Office, including spreadsheet packages and financial analysis models
- Very good written and oral communication skills in English

Please also visit the Bank's website at [www.ebrd.com](http://www.ebrd.com) for further information regarding the Bank and its activities.

To apply, please submit your CV and a covering letter, quoting reference number 04-2305 by email to [Patrusheva@kevebrd.com](mailto:Patrusheva@kevebrd.com) or by post to: Irene Patrusheva, EBRD, 27/23 Sofyivska vul. Kyiv, 01001, Ukraine

**Best Bargain!**  
**Advertising in the Employment section**

World leader in beauty products, 515 patents filed in 2003, consolidated sales that doubled in 10 years to reach 14 billion euros, double figure growth for the last 19 years, over 500 managers of 50 nationalities now work outside their country of origin.

**L'Oreal, a company recognized for beauty and respected for business.**

Being part of L'Oreal is being part of a company that values creativity and your personality within a team. Contribute to the success of a worldwide Group.

**You too can make beauty your business.**

**The ideal profile:**

Under 30, the candidate (m/w) has a **University Degree**. He/she has a proven track record in his/her previous job (1-3 years of experience) within a demanding, competitive and fast moving environment. He/she is independent, initiative, capable to work in team and has organizational skills. Besides, the candidate should be

interested in the data analysis and be ready to lead new projects.

**Knowledge of English or French and total computer literacy are a must.**

Send your applications (CV, photo and a letter of application) in English or French to: **tamara.ryabushenko@loreal.kiev.ua**

## KP PUBLICATIONS

uaSport.ua **NEWS** KYIV POST **АФІША** Корреспондент bigmir.net **Staff Pink**

Publishing company KP Publications is expanding its activity in Ukraine and announces following job opening:

### PERSONAL ASSISTANT TO DIRECTOR

**RESPONSIBILITIES:**

- provide the Director with administrative and communication support;
- attend and take minutes at meetings;
- maintain flow of all relevant information to partner companies and internal departments;
- organize and coordinate direct reports and monthly travel programs of Director;
- arranging visas, travel accommodations;
- other tasks as assigned.

**REQUIREMENTS:**

University degree in Linguistics/Business Administration, 2+ years on equivalent position. Strong PC skills, good planning & organizing skills, analytical skills. Fluent English is a must.

### FASHION AND BEAUTY EDITORS FOR PINK MAGAZINE

Perfect candidates are expected to be experienced in the fields and be ready to join Pink's advantageous and energetic editorial team.

### MANAGER OF DISTRIBUTION DEPARTMENT (DD)

**REQUIREMENTS:**

- active, energetic, goal oriented young man;
- knowledge of trade marketing is preferable;
- good English;
- higher education, PC user.

For all position we offer competitive compensation package, possibility for personal and professional growth.

Send your resume and cover letter specifying in the subject of your e mail the code of the position you are applying to: [jobs@kppublications.com](mailto:jobs@kppublications.com)