

## 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, Triokhsviatitelska 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!**

HR Consulting  
Recruiting  
Outsourcing



#### Facility manager

**Requirements:** University degree (Economic will be +). 1 year' experience in the relevant position, good spoken and written business English. Computer skills (type, software): MS office (advanced user). Job description: to develop the direction, searching new customers, managing the staff and all the works connected with facility management (to keep the building in the working condition).

#### Recruitment manager

**Requirements:** University degree (Psychology, Management+). Good (written, spoken) English language. Experience - at least 1 year on the relevant position. Computer skills - good User. Customer Database will be +.

#### Director

**Requirements:** University Degree (economical and/or law, management), good English. Work experience - at least 1 year in the relevant position. (western companies +). Experience in HR field.

Please send your detailed Resumes in both English and Ukrainian languages to [vera.tamko@staffservice.com.ua](mailto:vera.tamko@staffservice.com.ua)

office 3, 1/13 Rognedinskaya street,  
Kyiv, Ukraine

Tel. +38.044.490 6655  
Fax. +38.044.246 4799

[info@staffservice.com.ua](mailto:info@staffservice.com.ua)

### The Ukrainian Citizen Action Network (UCAN)

is looking for experienced  
professionals to fill  
the full-time position of:  
**TRAINING ASSISTANT**  
for detailed job description  
and requirements, please, go to  
[www.ucan-isc.org/eng/openings/](http://www.ucan-isc.org/eng/openings/)



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)
- ◆ **Market Analyst** (experience in research work in steel / metal, oil, gas, agricultural business)
- ◆ **Training & Development Manager** (multinational company; 3+ years of experience in HR related field; experience in Performance Management system implementation)
- ◆ **Sales Representative Dental Products** (international company, degree in dentistry, sales experience and knowledge of English are a plus)
- ◆ **Project Manager** (real estate, international company, experience in real estate development projects)
- ◆ **Key Account Manager** (technical background in automation, sales of automation and control systems)
- ◆ **Product Manager** (international FMCG company, experience in Brand Management)  
For all vacancies English is a must

RECRUITMENT  
PERSONNEL AUDIT  
ASSESSMENT/  
DEVELOPMENT  
CENTERS  
OUTSTAFFING  
STAFF LEASING  
OUTPLACEMENT

See all 56 current vacancies at: [www.powerfact.com.ua](http://www.powerfact.com.ua)



MFK is one of the largest Ukrainian investment banks, focused exclusively on providing high-quality full-service brokerage and counseling in the Ukrainian market.

#### SENIOR FINANCIAL ANALYST

##### What we look for:

- Experienced professional with a deep understanding of Ukrainian equity market
- Finance/Economic background
- CFA candidate (2-3 level) / CFA shareholder
- Fluency in spoken/written English is required

##### Responsibilities:

- Leading a Telecommunications / Oil&Gas segment of our analytical department
- Creating a framework for valuation and monitoring of equity investments

##### What we offer:

- The challenging task of shaping a new research sector within the company
- Competitive salary & bonus program

Please send your CV or contact for more details

Ms. Marina Dovbenko,  
<mailto:m.dovbenko@mfk.kiev.ua>, [marina716@yandex.ru](mailto:marina716@yandex.ru)

#### ADVERTISING AND PUBLIC RELATIONS MANAGER

##### What we look for:

- Deep knowledge of international standards of Public Relations and Advertising
- Knowledge of Ukrainian as well as international financial markets
- Experience in writing advertising and PR articles and presentations (both in English and Ukrainian)
- Experience in organization of international seminars, conferences and presentations
- Experience in development and implementation of the company's PR strategy in Ukraine and abroad

##### What we offer:

- Competitive salary



Please join us at the **EMPLOYMENT RECEPTION** in our office (Kiev, Igorevskaya Str., 7a) on **Thursday, Feb 10, 6:00p.m. - 8:00p.m.** Meet CQG managers and employees from US, Kiev, and Moscow.

CQG ([www.cqg.com](http://www.cqg.com)), US headquartered company operating since the early 80's, opened a new software development office in Kiev. We offer a western working environment utilizing the best modern software development practices. The work is challenging and rewarding; our software developers consistently learn new skills. CQG wants to hire the best - our compensation is VERY competitive!

The following positions are open:

**Team Leader** positions, **Data Base Architect (MS SQL)**, **Senior Software Developer** (30 positions) - C++ and C# or/and SQL skills needed.

We will have a short presentation about the company, our product and our opportunities that will be shown at various times throughout the evening. Light refreshment will be served buffet style.

Please plan on attending if you'd like to learn more about CQG and/or apply for the position above. Remember to bring a current CV.

If you plan to attend, please, register at  
Contact Person: Alevtina Spirina

[kiev\\_job@cqg.com](mailto:kiev_job@cqg.com)  
tel. +38 044 492 70 23(20)



### Organization for Security and Co-operation in Europe Project Co-ordinator in Ukraine

The office of the OSCE Project Coordinator in Ukraine is seeking a qualified and motivated person to fill the position of:

#### ELECTION AND GOVERNANCE ADVISER TO THE PROJECT "ASSISTANCE IN THE FURTHER STRENGTHENING OF DEMOCRATIC GOVERNANCE PRACTICES IN UKRAINE"

##### Tasks:

- The tasks of the Election and Governance Adviser will include the following:
- Drafting, elaborating, and implementing work plans in concert with relevant central and local Ukrainian Authorities;
  - Coordinating related activities together with other relevant actors;
  - Supporting to enhance gender related issues in the civil service;
  - Advising as to relevant draft legislation;
  - Organizing and conducting training seminars.

##### Requirements:

- Fluency in written and spoken Ukrainian, English, and Russian;
- At least 6 years of relevant professional experience;
- Documented project experience in a related field;
- Experience of organizing seminars/workshops;
- Knowledge of the legal framework;
- Excellent knowledge of the relevant actors in Ukraine;
- Experience in office administration.

The position will commence from 10 February 2005. Please send your CV via email to [Victoria.Ladygina@osce.org](mailto:Victoria.Ladygina@osce.org) or by fax: + 380 44 238 04 09 to the attention of Ms. Victoria Ladygina, or send it to the **OSCE Project Coordinator in Ukraine, Striletska 16, 01034 Kyiv** as soon as possible, but not later than 4 February, 2005.

National leading FMCG manufacturing company is looking for:

#### 1. SENIOR FINANCIAL OFFICER 2. CHIEF ACCOUNTANT

##### Requirements:

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

#### 3. HEAD OF PR DEPARTMENT

##### Requirements:

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

#### 4. NATIONAL KEY ACCOUNT MANAGER

##### Requirements:

- a. 2-year working experience at the leading multibrand companies FMCG on the similar position (supermarkets+HORECA)

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

Closing date for resume sending  
is 28.02.05



### Organization for Security and Co-operation in Europe Project Co-ordinator in Ukraine

The office of the OSCE Project Coordinator in Ukraine is seeking a qualified and motivated person to fill the position of:

#### MEDIA ADVISER TO THE PROJECT "ASSISTANCE IN THE FURTHER STRENGTHENING OF DEMOCRATIC GOVERNANCE PRACTICES IN UKRAINE"

##### Tasks:

- The tasks of the Media Adviser will include the following:
- Drafting and elaborating work plans in concert with relevant central and local Ukrainian Authorities;
  - Coordinating the media related activities together with other relevant actors;
  - Liaising with the OSCE Representative of Freedom of the Media in Vienna;
  - Advising as to relevant draft legislation;
  - Organizing and conducting trainings for media outlets and information officers from local authorities.

##### Requirements:

- Fluency in written and spoken Ukrainian, English, and Russian;
- At least 6 years of relevant professional experience;
- Documented project experience in related field;
- Experience in organizing seminars/workshops;
- Knowledge of the legal framework in the field of media;
- Excellent knowledge of the relevant actors in Ukraine.
- Experience in office administration.

The position will commence from 10 February 2005. Please send your CV via email to [Victoria.Ladygina@osce.org](mailto:Victoria.Ladygina@osce.org) or by fax: + 380 44 238 04 09 to the attention of Ms. Victoria Ladygina, or send it to the **OSCE Project Coordinator in Ukraine, Striletska 16, 01034 Kyiv** as soon as possible, but not later than 4 February, 2005.

## BRAIN SOURCE INTERNATIONAL

Our client, an investment company is looking for  
**INVESTMENTS RESEARCH ANALYST**

**Requirements:**

- ◆ 25-30y.o.;
- ◆ economics or finance degree;
- ◆ fluent English (sp/wr);
- ◆ work experience not less than 2 years in finance institution as Researcher or Associate.

Please, apply with CV: aa@brain-source.com

Our client, one of the leading industrial traders, is looking for an experienced

**METAL TRADER**

**Requirements:**

- ◆ experience in metal and commodity trading not less than 5 years;
- ◆ M. 25-45y.o.;
- ◆ Fluent spoken and written English;
- ◆ able to relocate, ready for business trips abroad.

Please, apply with Your CV to: aa@brain-source.com

Our client, a leading car producing company is looking for

**PR COORDINATOR / MANAGER**

**Requirements:**

- ◆ work with mass media, press-releases, conference conduction, briefing, press-conference;
- ◆ basic technical and design specs of the product line;
- ◆ Fluent English.

**ADVERTISEMENT COORDINATOR / MANAGER**

**Requirements:**

- ◆ knowledge of forms and methods of the advertising campaigns;
- ◆ basic technical and design specs of the product line.

**HOMELEGATION SPECIALIST**

**Requirements:**

- ◆ knowledge of certificate obtaining process, preparation of necessary documents for it.

Please, send your CV to: lr@brain-source.com

«Brain Source International Ltd»

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

Email: info.ukraine@brain-source.com

www.brain-source.com

The major Ukrainian corporation is looking for **FINANCE PROJECT MANAGER.**

**Requirements:**

Excellent quantitative and presentation skills (advanced Excel and PowerPoint user), experience in business planning, or relevant banking experience. MBA is desired.

The scope of work will include the preparation of business plans, presentations and memos with regard to project financing and business valuation; communication with foreign banks and local plants involved in the projects. Some business trips and long hours are very likely.

Excellent writing English skills are the must.

The successful candidate should be the strong team player with good communication skills and seek long-term employment with the company.

The compensation is competitive to the market.

References and recommendation letters from previous jobs will be considered.

Please send the resume to the following e-mail: [ivanchenkov@inbox.ru](mailto:ivanchenkov@inbox.ru).

An international bank is looking for

**HEAD OF RESEARCH, EQUITY STRATEGIST**

**Requirements:**

University degree (finance/economics), fluent English, advanced PC user, good communicative and managerial skills, 2+ years of relevant work experience, deep knowledge of Ukrainian equity market and politics, contact in Ukrainian companies and government structures. Working experience in investment or corporate auditing is a plus.

**METALLURGY ANALYST**

**Requirements:**

University degree (finance/economics), fluent English, advanced PC user, analytical thinking, knowledge of Ukrainian metals sector. Working experience in investment or corporate auditing is a plus.

**FIXED INCOME ANALYST**

**Requirements:**

University degree (finance/economics), English, advanced PC user, analytical thinking, knowledge of Ukrainian fixed income sector and Ukrainian economy. Working experience in investment or corporate auditing is a plus.

Please, send your CV to:  
[resume@alfabank.kiev.ua](mailto:resume@alfabank.kiev.ua)  
 or fax (044) 490-46-05



Компания "Фокстрот-техника для дома" - компания №1 на рынке Украины по розничным и оптовым продажам бытовой техники приглашает принять участие в конкурсе на вакансию:

**БРЕНД-МЕНЕДЖЕР**

ВО (маркетинг, экономика), ОР в сфере стратегического маркетинга, маркетингового планирования от 3-х лет. Знание основ планирования ассортимента и ценообразования, мерчандайзинга. Коммуникативные навыки.

**Обязательное требование:** свободный английский и наличие авто.

Компания приветствует и поощряет инициативность, креативность, энергичность и желание работать в компании "Фокстрот".

**Задачи:** разработка стратегии продвижения двух брендов на Украине (рекламно-маркетинговые мероприятия, программы обучения персонала, ассортимент и ценообразование).

Резюме присылайте на e-mail: [achem@fokstrot.kiev.ua](mailto:achem@fokstrot.kiev.ua)

**DIRECTOR FOR AN EXCLUSIVE ITALIAN FURNITURE SALON IN KYIV**

**Requirements:**

- Age 25 to 35
- Higher education
- 2+ years of work experience in interior design or furniture production
- Managerial experience
- Fluent English

Please send your CV with photo to: [kadr@lemma.com.ua](mailto:kadr@lemma.com.ua)



**UKRAINIAN FINANCIAL MARKET PROFESSIONALS**

BearingPoint (formerly Barents Group of KPMG Consulting), a leading firm in financial market consulting, is seeking professional Ukrainian financial and legal specialists and firms for a proposal to provide technical assistance services through a USAID contract.

Qualified candidates must have a university degree and a minimum three years experience in one or more of the following areas: Commercial and/or Investment Banking; Corporate Finance; Capital Markets; Equity and Commercial Debt Instruments; Pension and/or Investment Funds; Securities; Bankruptcy, Joint Stock Companies; and/or Law and Regulation relating to these areas. Fluency in English, Ukrainian and Russian required for positions in Ukraine. Qualified candidates should please send CVs to the following two email addresses: [bearingpoint@ukr.net](mailto:bearingpoint@ukr.net) and [Emerging-Markets@BearingPoint.com](mailto:Emerging-Markets@BearingPoint.com).



**INTERNATIONAL FINANCE CORPORATION**  
 a Member of the World Bank Group

The International Finance Corporation (IFC) supports economic growth by promoting private sector investment in developing member countries. IFC executes a major donor-funded program of private sector advisory service in the region covering Eastern Europe, the Caucasus and Central Asia. IFC seeks qualified candidates for:

**PUBLIC RELATIONS MANAGER SME Policy Portfolio**

The Public Relations Manager will take responsibility for development and implementation of a comprehensive public relations strategy for each of IFC's 5 SME Policy projects, located in Belarus, Georgia, Tajikistan, Ukraine and Uzbekistan. Each of these projects works to enhance government policy towards the private sector and to improve the regulatory environment for SMEs in its country of operations. The PR Manager will also take on a mentorship role towards IFC Communications Associates based on the ground in each country, by advising and supporting them in their daily work and monitoring results. This position is based in Kiev with frequent travel throughout the CIS.

**Qualifications:**

- Minimum 5 years work experience in a public relations / marketing position;
- Self-starter with strong organizational and problem-solving skills;
- Excellent analytical skills, with a creative and innovative outlook;
- Excellent writing, presentation and facilitation skills;
- Fluent Russian and English.

To obtain detailed terms of reference, please visit Current Opportunities at [www.ifc.org/careers](http://www.ifc.org/careers)

To apply send resume and cover letter to [ukhr@ifc.org](mailto:ukhr@ifc.org), indicating project and position title in the subject line

Closing date: February 7, 2005

The Embassy of Brazil in Ukraine is accepting applications for the following positions:

**DOMESTIC ASSISTANT**

(cooking, serving, cleaning)

(applicants must be fluent in either Portuguese, English, Spanish or French)

**OFFICE ASSISTANT/SECRETARY**

(applicants must be fluent in either Portuguese or English)

**ECONOMIC / POLITICAL ANALYST AND TRANSLATOR**

(applicants must be fluent in either Portuguese or English)

Applications will be accepted until February 9.

For more information, contact the Embassy: 14/12 Suvorova, 2nd fl., from 10 a.m. to 2 p.m. Tel.: 290-3662.

A leading Western company is looking for a

**LOGISTIC & CUSTOMER SERVICE**

Successful candidates must have

- Experience with multinational companies in Logistics Operation Department
- Knowledge of 1C Accounting software
- Energetic, communicative and self motivating
- English, PC

Please, send your CV to:  
[Info.ukraine@honeywell.com](mailto:Info.ukraine@honeywell.com)



**INTERNATIONAL FINANCE CORPORATION**  
 a Member of the World Bank Group

The International Finance Corporation (IFC) is the private sector arm of the World Bank Group. The mission of IFC is to promote sustainable private sector investment in emerging economies, helping to reduce poverty and improve people's lives. IFC finances private sector investments in the developing world, mobilizes capital in the international financial markets, helps clients improve social and environmental sustainability, and provides technical assistance and advices to governments and businesses.

**VEGETABLE FARMER DEVELOPMENT PROJECT MYKOLAYIV, UKRAINE**

This Project will help develop the Vegetable Supply Chain in Mykolayiv Region by mentoring farmers in business management, introducing new technologies, facilitating access to finance, improving linkages between farmers and markets, and creating public awareness of best practices. Project tenure is 36 months.

**WE ARE NOW RECRUITING A TEAM TO MANAGE THE PROJECT AND CONSEQUENTLY WE SEEK SUITABLY QUALIFIED APPLICANTS FOR THE POSITIONS LISTED BELOW**

Training of farmers is a key part of all positions and strong presentation and teaching skills are highly desired. Relevant private sector experience is a very strong recommendation. All positions require fluency in Ukrainian and Russian (written and oral), and good knowledge of English.

**BUSINESS DEVELOPMENT SPECIALIST**

The Business Development Specialist will instruct farmers on commercial matters like market opportunities, formation of marketing groups, and business contracts.

**Requirements:** Education in Business or Agribusiness. At least 3 years' experience in relevant private sector agribusiness.

**FARM FINANCE SPECIALIST**

The Farm Finance Specialist will instruct farmers on financial matters, business planning and accessing credit.

**Requirements:** Education in Business Management or Accounting. At least 5 years' experience in rural finance or related fields.

**AGRONOMIST (3 positions)**

The Agronomists will instruct farmers on agronomic and vegetable production techniques.

**Requirements:** Relevant agronomy education. At least 3 years' experience in the vegetable sector.

**LEGAL SPECIALIST**

The Legal Specialist will advise farmers on legal issues like land ownership and business contracts.

**Requirements:** Relevant legal education. At least 5 years' experience (agribusiness a strong recommendation). Experience in land privatization and consultation to farmers is required.

**PUBLIC EDUCATION SPECIALIST**

The Public Education Specialist will develop a public education campaign, organize public events, prepare PR materials and develop relationships with the media.

**Requirements:** Education in Communications or related fields. At least 2 years experience in public relations, preferably for an international company. Strong organizational skills.

**TEAM ASSISTANT**

The Team Assistant will provide administrative support including correspondence, reports and project files, arranging meetings and travel, and assisting in organizing events.

**Requirements:** Minimum 2 years work experience in this role, well organized team-player with good communication skills.

IFC offers a stimulating work environment, and internationally competitive conditions.

For Corporate information, please visit IFC's web site [www.ifc.org/eca](http://www.ifc.org/eca).

Send your resume and cover letter to [ukhr@ifc.org](mailto:ukhr@ifc.org) indicating the position title in the Subject Line. Closing date for applications is 10 FEBRUARY 2005.

AGL Group which is providing services in Marketing and Media is announcing the following positions:



**GROUP ACCOUNT DIRECTOR (GADKP105)**

High education; 2+ years of relevant experience within advertising agency; proven ability to manage large international clients; Ability to lead multiple projects; Strategic thinker.

**SENIOR ART DIRECTOR (ADKP105)**

High education; 5+ years of work experience within advertising agency; Design background; Strong leadership; Creative person who can lead the team and implement new ideas.

**MEDIA ACCOUNT MANAGER (MAMKP105)**

High education; 2+ years of work experience in a similar position within media planning/buying agency; Client-oriented, communicative person; Strategic thinker.

**HR MANAGER (HMKP105)**

High education; 1,5+ years of work experience in HR within multinational company in a similar position.

**ACCOUNT MANAGER (AMKP105)**

High education, 1,5+ years of experience in a similar position; Strongly client-oriented, hard-working.

**ADMINISTRATIVE MANAGER (AMKP105)**

High education, 2+ years of experience in a similar position

**PERSONAL ASSISTANT (PAKP105)**

High education, 1+ years of experience in a similar position within international company; Fluent English; Organizational skills; Responsibility

**FIELD DEPARTMENT MANAGER (FMKP105)**

High education, 2+ years of experience in research work, creating focus groups, training interviewers

All positions require good knowledge of English.

All positions offer the opportunity for you to take your career to the top, with excellent remuneration packages.

If you believe that you have the necessary drive, experience and flexibility to succeed in these demanding roles please send your full CV to [hr@agl-media.com](mailto:hr@agl-media.com)

Best Bargain!  
Advertising  
in the  
Employment  
section

**April 2, 2005**

The Ukrainian Chamber of Commerce and Industry  
(33 Velyka Zhytomyrska vul.)  
Tel.: (044) 496-1111