

How to place an Employment Ad in the  
**Kyiv Post**

By Fax, Phone or E-mail (from 9 a.m. to 6p.m.  
Ask for Kozachenko Mariya)

Tel. + 38 044 569 9703 Fax. +38 044 569 9704  
e-mail : kyivpostemployment@kyivpost.com

Prices for ads (hrn.)		
Size (mm)	B&W	Color
15 boxes 260x180	11 931	15 907
9 boxes 155x180	7 158	9 544
4 boxes 102x120	3 333	4 444
3 boxes 49x180	2 500	3 333
2 boxes 102x58	1 666	2 222
1 boxes 49x58	833	1 111

All prices are given without VAT and Tax on Advertising.



DolphinStrategy, local investment and debt restructuring boutique is looking for talented individuals with strength, spirit and mature ambition

**Junior Equity Partner**

- track of participation in successful deals
- sense for practical debt restructuring approaches in complex and aggressive cases
- vision for distress strategies and ability to define clear anti-crisis plan
- experience in efficient interaction with lawyers, consultants and appraisers

**Financial Analyst**

- 2-3 years in investment analysis
- ability to compose financial models, project cash flows and substantiate key assumptions
- goal orientation
- ability to work under pressure and overtime (not often)
- ability to clearly express oneself
- certifications welcome

Focused experience in corporate debt restructuring is a major plus

To apply please download application form from [www.dolphinstrategy.com/en/vacancies](http://www.dolphinstrategy.com/en/vacancies) and send it to [team@dolphinstrategy.com](mailto:team@dolphinstrategy.com)

Your applications are welcome by August 24 2009.

United Nations Development Programme in Ukraine is seeking a qualified and motivated person to fill the position of



Ukraine

**Global Compact Associate**

MAIN RESPONSIBILITIES WILL INCLUDE AMONG OTHERS:

- Provide substantial and operational support to the GC network;
- Support external and internal communication on GC network achievements;
- Support the UN RCO office in Kyiv in organizing joint events with the Global Compact network and the business sector, the civil society and academia;
- Provide organizational support for missions;
- Support the PPP Officer in developing new partnerships with the private sector and business organizations;
- Provide translation support, both during meetings and translation of documents;
- Facilitate the process of procurement and delivery

QUALIFICATIONS:

- University degree, preferably in business, economics or international development;
- Knowledge and preferably experience on corporate social responsibility / Global Compact;
- Experience in the area of operational support, preferably in the international environment;
- Excellent knowledge of English and Ukrainian languages;
- Ability to work in team;
- Ability to work under continuous pressure and meet deadlines;
- Strong computer skills are mandatory.
- Proactive and energetic.

DUTY STATION: KIEV, UKRAINE

To apply for the position, please visit:

[HTTP://WWW.UNDP.ORG.UA/EN/JOBS](http://www.un.org/ua/en/jobs)

Deadline for application: 10 SEPTEMBER 2009.

Only short listed candidates will be contacted.

**Oxford Klass**

the leading Kyiv English Language School

is looking to fill the vacancies available for  
**Professional ESL Teachers**  
**Native Speakers**

Tel. +38 (044) 280-89-34, +38 (044) 221-22-33  
e-mail: [info@oxfordklass.com](mailto:info@oxfordklass.com)



EMBASSY OF SWEDEN

KYIV

The Embassy of Sweden has a vacancy in the Defence Section as a Secretary of the Defence Attaché of Sweden.

The tasks of the position:

- translation of documents from English to Ukrainian and vice versa,
- handling of information (sending, receiving and filing),
- handling of contacts with Ukrainian authorities and institutions, and with international organisations,
- collecting and processing of information from news media and the Internet.

Qualifications:

- fluency in English, Russian and Ukrainian,
- ability to rapidly compile, translate and present information,
- good knowledge of Windows, Microsoft Office software and the Internet as a tool,
- ability to organize and prioritize a large number of tasks and keep files and archives in good order,
- good social skills, including the ability to communicate with people from different countries.

Other qualifications seen as valuable in this position would be:

- any background in military service,
- interest in defence and security policy.

The Embassy of Sweden expects you applications in English with complete CV and a salary request by 11 SEPTEMBER 2009.

The applications should be sent by email to the Embassy of Sweden: [ambassaden.kiev@foreign.ministry.se](mailto:ambassaden.kiev@foreign.ministry.se).

Selected candidates will be invited to an interview. We encourage both female and male candidates to apply. The intention is to fill the position by September 2009.



Novarka, a consortium between Vinci Construction Grands Projets and Bouygues Travaux Publics, two of the world's leading integrated concessions and construction companies, is the general Contractor for the construction of the New Safe Confinement for Chernobyl Nuclear Power Plant.

For our offices in Kiev and in Slavutich we are currently looking for:

- Translators, secretaries: based in Kiev, fluent English required
- Cost controller: based in Kiev, finance or economic background
- Civil / structural engineers: based in Kiev, knowledge of Autocad required
- Piping engineer: based in Kiev, knowledge of Autocad required
- HVAC engineer: based in Kiev, knowledge of Autocad, 10 yrs+ exp. required
- Documentation controller: based in Kiev, knowledge of Autocad required
- Industrial safety engineer: based in Kiev, 5 to 10 years experience required
- Radiological engineer: based in Kiev, knowledge of Chernobyl required
- Head of IT department: based in Slavutich, 10 yrs+ experience required
- Head of HR department: based in Slavutich, 10 yrs+ experience required

Good level of English is necessary for all positions, French is a plus. Successful candidates will receive competitive salaries.

Please send your complete CV with a cover letter in English to [resume@novarka.com](mailto:resume@novarka.com)

**PROJECT MANAGEMENT SPECIALIST**  
(DEMOCRACY AND GOVERNANCE)

**FOR USAID/UKRAINE**

Announcement # 05-2009

DUTIES AND REONSIBILITIES:

The Project Management Specialist is a key member of the USAID/Belarus team, providing leadership in the design, implementation, monitoring, and evaluation of the civil society and media portfolios. The Specialist serves as Agreement Officer Technical Representative (AOTR) or Alternate AOTR for several complex activities implemented primarily by US private voluntary organizations.

This function involves a full range of consultative, advisory, and evaluative services and requires a broad knowledge of development assistance programs. Specific tasks include policy analysis; designing projects; assessing program effectiveness; and providing advisory and oversight services to host-country partners, institutional contractors/grantees, Mission personnel, other US government and donor agencies on specific functions and programs.

Working with USAID implementing partners, customers, stakeholders, and other Mission offices, the incumbent guides the design, monitoring, approval, reporting, and evaluation of all project activities within his/her designated

program area. The incumbent will work with civil society and independent media representatives. The Project Management Specialist will also work with donors active in the sector and coordinate USAID assistance to complement other donor initiatives as appropriate.

REQUIRED QUALIFICATIONS

- **Education:** Masters Degree in Social and/or Political Sciences, or a related degree.
- **Prior Work Experience:** Five years minimum professional experience in areas directly impacting on development of democratization and governance.
- **Language Proficiency:** Level IV (fluent) in English, and native facility in Russian and/or Belarusian is required.
- **Knowledge:** Substantial technical knowledge of Belarusian government and non-government institutions; decision makers in the relevant area of this position including civil society organizations, and media. Familiarity with legislative, judicial, and political systems in West New Independent States countries.

CLOSING DATE FOR APPLICATIONS: September 8, 2009 at 6:00 PM Kyiv time, by e-mail attachment only to [kyv05-2009@usaid.gov](mailto:kyv05-2009@usaid.gov)

**KyivPost**



All job vacancies advertised in **Kyiv Post** newspaper are available on [www.kyivpost.com](http://www.kyivpost.com) in PDF format



VACANCY DETAILS

COMPANY: Representative office of Cimbria Unigrain A/S, Denmark

LOCATION: Kyiv

JOB TITLE: Sales representative (sales of single machines and complete plants for grain storage and seed processing)

Duties and responsibilities:

- To carry out regular trips around Ukraine aimed at obtaining of new customers
- To collect and analyze data about potential customers and competitors
- To keep record of the clients' data base
- To clarify technical requirements and questions for new enquiries
- To follow up quotations made
- To carry out sales of single machines and process lines from enquiry to completion stage, including draft contracts preparation
- To fulfill sales budget

Conditions of work:

5 days working week, but in case of necessity – irregular working hours  
Holidays 4 weeks  
Business trips around Ukraine and to Europe  
Trial period 6 months

Skills and qualifications required:

- Higher education (preferably technical)
- Knowledge of languages: Russian, Ukrainian – native, English – upper intermediate
- Computer literacy, knowledge of Microsoft Office package
- Driving license and driving experience
- Excellent communication skills
- Responsibility
- Ability to work both individually and in a team
- Age: 27 – 42

Please send you CV via e-mail: [info@cimbria.com.ua](mailto:info@cimbria.com.ua) or by fax: 461-93-19

**ENGLISH TEACHER (Native Speaker) WANTED**



Requirements:

- Linguistics related degree
- TEFL or CELTA certificate is a must
- Teaching experience is a must
- Good manners

Please send your CV: [HR@speak-up.com.ua](mailto:HR@speak-up.com.ua)

**THE SCIENCE AND TECHNOLOGY CENTER IN UKRAINE (STCU)** is an intergovernmental organization located in Kyiv, Ukraine, financially supported by Canada, the USA, the European Union and Ukraine. The STCU organizes, finances and monitors scientific projects that support scientists to redirect their expertise from former weapons work to technology development having beneficial civilian applications. The STCU is seeking to fill the following position:

**CHIEF ADMINISTRATIVE OFFICER (CAO)**  
- Job Ref: 2009-04

**GENERAL:** The STCU Chief Administrative Officer, reports directly to the Executive Director, acts as a member of the STCU Management Team, and manages the administrative activities of the STCU.

The Chief Administrative Officer manages and oversees all contract tendering and procurement processes, customs clearance actions, staff human resource policies and actions (including local staff labor contracts), and all physical assets (including inventory, maintenance, and security of STCU facilities, office equipment and materials, and vehicles).

The Chief Administrative Officer also maintains all diplomatic accreditations and legal status in the countries where STCU operates: Ukraine, Azerbaijan, Georgia, Moldova, Uzbekistan. Acts as primary liaison on administrative matters between STCU and local governmental ministries, agencies, and departments.

**NB: Eligibility: EU citizens and incumbents only.** For more details on to how to apply plus further information on the responsibilities and a job description please visit STCU's website under Link:- <http://www.stcu.int/weare/vacancy/>

**THE SCIENCE AND TECHNOLOGY CENTER IN UKRAINE**  
7a Metalistov Street, Kyiv, 03057, Ukraine  
Tel.:Fax: 490 7145, 490 7150  
[www.stcu.int](http://www.stcu.int)



*The British Council is recruiting for full-time*  
**EXAMS ASSISTANT**

Please visit our Webpage [www.britishcouncil.org/ukraine](http://www.britishcouncil.org/ukraine) (About us) for detailed Job Description and Application Form.

Candidates wishing to apply should fill out the External Application Form and send it to: [job.applications@britishcouncil.org.ua](mailto:job.applications@britishcouncil.org.ua), with the post title in the subject line of your e-mail message.

*Only External Application Forms will be accepted for further processing. The British Council is an equal opportunities employer and guarantees an interview to candidates with disabilities who meet the essential criteria*

**Mathematics & Russian/Ukrainian**

**teacher/coach**  
(Masters degree)  
**private lessons for kids and students**  
8063-282-02-67

**Translator, Director's Assistant**

Lady, 29. University degree (Translator, teacher (English, German); International Economy)  
Translations (negotiations, correspondence, exhibitions, web-sites, technical translations, etc.)  
Natalia Mob: +380504846678 Natalia. [ukraine@gmail.com](mailto:ukraine@gmail.com)

**Aftersales/Management**

M, 44. High technical education. 12 years of experience in service dept. of multinational construction machinery company. English, car, Schengen visa.  
Dmitry, 8-050-310 9795.

**Translator/Interpreter/Project Administrator**

M, University degree, 16-year working experience under TACIS, World Bank and EBRD projects. Preferred areas: Technical Assistance, Energy, Finance, Transport, Construction, Gas Transit, Telecommunications. For any additional information, please, call 8 (050) 352 37 38 - Oleg o.slusarenko@rambler.ru

**English teacher/Translator/Assistant**

F26, University degree in Linguistics. Experience in teaching English, translation (written and sequential), administrative work. Fluent English, basic French. Please, call Victoria +38(063) 85 6 85 32 [lvitsa@i.ua](mailto:lvitsa@i.ua)

**Kiev and Ukraine**

Tourgide,  
Interpreter, Representative (English, French, Turkish)  
Tel/sms: + 38093 759 70 40  
Ksenya [www.usa.com.ua](http://www.usa.com.ua)

**Personal Assistant/Driver (Улики)**

M, 40. Business class car 2008 y, excellent English (8 years in London), good knowledge of Kyiv, looking for longterm well paid job.  
+38(067) 903-35-89

**Assistant | Translator | Driver**

M, 30 University degree in linguistics (simultaneous English – Ukrainian translation), good French; real estate 10 years experience ( rent, sale ); native Kievite ( guiding around the city, country ); car – BMW 535 +38098-354-96-32 Vyatcheslav [salvado@ukr.net](mailto:salvado@ukr.net)

**IELTS in Kiev**

- Maximize your exam potential
- Guaranteed score boost of 1-1.5 bands
- Intensive, weekday and weekend courses
- Experienced, accredited IELTS examiners

Register now. Places limited.

[www.businessacademy.com.ua](http://www.businessacademy.com.ua) 537 0900

Bundesministerium für Ernährung, Landwirtschaft und Verbraucherschutz

**INSTITUTE FOR ECONOMIC RESEARCH AND POLICY CONSULTING**

German – Ukrainian Agricultural Policy Dialogue

Reytarska 8/5-A, 01034 Kyiv  
Tel. (+38044) 278-6342, 278-6360, Fax 278-6336  
E-Mail: [agro@ier.kiev.ua](mailto:agro@ier.kiev.ua), <http://www.ier.kiev.ua>

**FELLOWSHIP PROGRAM FOR UKRAINIAN AGRICULTURAL ECONOMISTS**

The German-Ukrainian Agricultural Policy Dialogue is pleased to announce a call for applications for the project's Fellowship Program's 2009-2011 participants. The Program is a professional level exchange program designed to foster a new generation of Ukrainian leaders in agribusiness and agricultural policy with meaningful international experience. The German Federal Ministry of Food, Agriculture and Consumer Protection made available an amount of Euro 25000 to support study visits to Germany. Maximum amount per applicant: Euro 5000. Participants undertake individual tailor-made personal assignments in German higher education and research establishments including Universities, Institutes and Government bodies.

Eligible candidates must have a proven specific interest in agricultural economics and a good knowledge of English or German. Maximum age: 32 years at the date of application. Applicants must demonstrate their interest in submitting application documents describing the aim of the study visit and the expected results for themselves and their home country. Preferred research topics: agricultural trade, agricultural value chains, land markets, bioenergy, consumer protection.

The Fellowship includes monthly stipends, travel costs, housing and purchase of necessary equipment. The project will identify adequate partner organizations in Germany, facilitate travel and visa arrangements and support the research process. It is expected that each participant delivers a research paper at the end of the study visit to be disseminated to the broader public in Ukraine. The best papers will be published and would receive a price of Euro 1000.

**THE JURY OF THE FELLOWSHIP PROGRAM CONSISTS OF:**  
Dr. Igor Burakovsky, Director of the Institute for Economic Research and Policy Consulting  
Dr. Alex Lissitsa, President of the Ukrainian Agrarian Business Club  
Dr. Heinz Strubenhoff, Team leader of the German-Ukrainian Policy Dialogue in Agriculture

Applications for 2009 must be delivered no later than **September 30, 2009**.  
Applications for 2010 must be delivered no later than **December 31, 2009**.

**For more information, please contact:**  
German-Ukrainian Policy Dialogue in Agriculture  
Institute for Economic Research and Policy Consulting  
Reytarska 8/5A, 01034 Kyiv  
Tel. 235 7502 or 278 6360  
Email: [strubenhoff@ier.kiev.ua](mailto:strubenhoff@ier.kiev.ua)

**Financial Manager/Chief Accountant**

M, 43, Ukrainian, Fluent English, over 15 years experience as a chief accountant, financial manager (CFO), auditor. Fiscal reporting, budgeting. Experience with L/C opened in BNP Paribas. Leonid. Mobile +38 050 33 22 0 11. E-mail: [chimlab@i.com.ua](mailto:chimlab@i.com.ua)

*Success Begins In School*

The British International School, Kyiv, founded in 1997, is a private international school in Ukraine. It is a day school for boys and girls aged 2.5 to 18 years old.

Our school is a member of the European Council of International Schools and is a registered centre for Cambridge International Examinations.

We offer IGCSE & A Level programmes.

The main language of instruction is English. Support is given to those whose mother tongue is not English.

18 nationalities of students.

*I love it here*

We invite parents and children to visit us and to experience the wonderful atmosphere in our school.

**THE BRITISH INTERNATIONAL SCHOOL, KYIV**  
Kyiv, tel.: (044) 400-2110, 239-2121;  
Dnipropetrovsk, tel.: (0562) 31- 8196, 31-8197.

**Management**

F26, university degree in Linguistics and Foreign Economic Activity Management. Fluent English, basic German. Experience in foreign economic activity, logistics, translation, administrative work. Please call Olga 8-097-591-23-84, [olga\\_y@bigmir.net](mailto:olga_y@bigmir.net)

**Management. Sales.**

M, 29, University degree in management. Work experience as car salesman (Ford), project manager, translator. Fluent English, Ukrainian, Russian, elementary German. PC literate, driver's license. Mob. +38 067 903 75 21 Alexey  
E-mail. [alm198@bigmir.net](mailto:alm198@bigmir.net)