

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)

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All prices are given without VAT and Tax on Advertising.



Based in KYIV, Ukraine

Project Manager for Commercial Real estate developments (office/hotel)

RESPONSIBILITIES:

Full scope of project management functions in the Four star Business Hotel project development in the CBD of Kyiv (project already launched, to be commissioned in 1st Q, 2012)

KEY REQUIREMENTS:

1. Strong project management and implementation skills
2. Project controlling and reporting experience (MS Project, Excel, etc.)
3. Proven track record of completed projects
4. Engineering background of advantage
5. Team oriented, able to communicate and report in Russian/English
6. Minimum of five years work experience in the field

contacts:

e-mail: s.nekrashevich@istilgroup.com.ua

Phone: +380 44 2201570

Are you an experienced and excellent senior PM?

OJSC Raiffeisen Bank Aval is looking for a senior, excellent & hardworking PM with the experience in management of complex projects. Such a senior PM must have a prove history of successful accomplishment of projects in banking or financial or IT or any other close related area.

RESPONSIBILITIES:

Management of projects and programs during their whole life cycle:

- A Initiation
- B Planning
- C Implementation
- D Closure

QUALIFICATIONS/REQUIREMENTS:

- Completed higher economical or technical education (Specialist, Master)
- Work experience in banking or financial or IT area not less than 3 years.
- Project management experience not less than 5 years
- Excellent communication skills
- Excellent managerial skills
- Prove positive results in project management
- Fluent English
- Ukrainian/Russian is an advantage

WE OFFER:

- Motivatory salary
- 24+4 days of paid vacation
- Bonuses based on goals & achieved results
- Medical insurance
- State or the art working infrastructure & tools
- Other benefits

Please send your CV with a cover letter by e-mail: vacancy@aval.ua



We search – you win



Dear colleagues,
We would like to congratulate you on the Recruiters Day, our international holiday, and wish great success in our hard work, a sense of achievement at the end of the day and pride for all the candidates placed. We are currently looking for:

A well-known foreign household chemicals manufacturing company

● Procurement Manager (code VT 4040)

Requirements: University Degree; 2+ years of working experience on Procurement Manager position; in depth knowledge of internal procurement procedures and processes, solid knowledge of the external trends and best practice; leadership of complex regional and/or global projects; deep knowledge of relevant supply markets; strong negotiation and contract management skills; ability to lead a number of strategic sourcing teams.

● Financial Analyst (code VG 4036)

Requirements: University Degree in Finance, Economics or Accounting; 2+ years of working experience in finance/ business analysis and reporting in multinational manufacturing company; good PC skills, experience of work with ERP system (SAP, SUN, Oracle, Scala, etc); ability to demonstrate initiative, to contribute to problem solving, act with independence and discretion in routine matters.

A big international FMCG company

● Finance Manager (code NP 3810)

Requirements: University Degree in Finance, Economics or Accounting; 3+ years of working experience in finance/ business analysis, planning, budgeting and reporting in a foreign company; good PC skills (Excel, Access), experience of work with SAP is a plus; strong leadership and managerial skills.

A well-established dynamic European bank with over 100-years' history

● Head of Operations (code NP 3788)

Requirements: University Degree preferably in business related subjects; 3+ years of relevant work experience in banking/ financial services sector; in-depth knowledge of budgeting, cost estimating, and fiscal management principles and procedures; deep knowledge of applicable legislation, standards, policies and procedures within specialty area; strong skills in examining and re-engineering operations and procedures; formulating policy, developing and implementing new strategies and procedures; strong analytical and communication skills.

The worldwide leader in the sphere of mobile and telecommunication technologies and solutions

● Program/ Senior Project Manager (code EGO 4034)

Requirements: University Degree (Telecom/ IT/ Economic/ Technical); 5+ years of project management experience in Telecom environment and 2 + years of solid experience in management of large scale roll-out projects as Senior Project or Program Manager; experience of managing up to 5 Junior Project Managers; understanding of Project Management and Technical Management key principles; solid knowledge of Project Management methodologies (PMI, PMP certification is a plus), Cost, Profitability, Risk Management and People Management theories; ability to think strategically, see the overall picture, execute during change, work with multiple tasks simultaneously without missing deadlines; good communication, leadership and influencing skills; ability to learn quickly.

FLUENT ENGLISH IS A MUST FOR ALL VACANCIES

When sending your CV, please, indicate code and name of the vacancy in the subject line of your message. Our Clients offer interesting work and competitive salary. All applications will be handled in strict confidence.

Telephone: (044) 585-07-60/ 61,62,63,64 ● E-mail: cv@personnel.kiev.ua

Personnel Consulting Ltd.

Professionals to have interesting, high paying careers in the USA, setting and starting work there in the shortest possible time. Our Vision is taking advantage of every opportunity to establish and maintain our leadership position as the most stable, most effective and most profitable nurse recruitment company in each market in which we maintain an office. Our Mission is to change people's lives for the better, providing an opportunity for medical



Director of English Learning Program

Cambridge Staffing, a leading international recruiter, is seeking a leader for its English Learning Program ("ELP") to oversee ongoing classes in 25+ cities and growing.

The purpose of our ELP program is to obtain satisfactory results on the IELTS examination within planned timeframes. Ideal candidate will possess a proven balance between program development skills and management skills. Position requires overall responsibility over test performance results. The tasks include:

- Development and Implementation of curriculum, teaching plans, materials, etc.
- Development of in-depth thematic speaking clubs
- Selection, training and motivation of field staff, including teachers, independent contractors, native speakers, consultants and university staff
- Development of class schedules and testing cycles
- Student screening and group formation
- Implementation of aptitude testing, quality control and probation screening procedures
- Field visits and progress evaluation
- Reporting and budgeting
- Database management
- Communication and coordination with other departments, such as regional development staff, bookkeeping, document processing and the like
- Supervision of inventory and delivery
- Partner Relations
- Maintenance of constant overall integrity of the program

Director of ELP will have a full time assistant, part time assistant, mobile phone, laptop, company trainings and retreats, paid time off, lucrative bonus structure and the like.

Ideal candidate will possess an advanced degree in English, a teaching certification, 10+ years of teaching experience, and program management experience. Pay will be determined commensurate with skills and expertise.

Reply to: Alexander.sosnin@cambridgeusa.com.ua
www.cambridgeusa.com.ua

KyivPost

All job vacancies advertised in **Kyiv Post** newspaper are available on www.kyivpost.com in PDF format

German-Polish Consortium Twinning Project
'Strengthening NBU potential through approximation to EU standards of central banking'
(UA08/PCA/FI/16) is seeking to recruit

Resident Twinning Advisor (RTA) Assistant

REQUIREMENTS:

- Ukrainian citizenship
- University degree
- Minimum 2 years of experience
- Fluent English
- Advanced PC User

KEY RESPONSIBILITIES:

- Translation of project documentation (English/Ukrainian and vice versa) and simultaneous interpretation
- Support to RTA in overall project management: analysis, reporting, record keeping
- Support to RTA in technical tasks such as organization of assignments of short term experts, Project Leaders and Member State Partner staff
- Provide secretarial services to support RTA and other experts
- Advanced PC User
- Provide support in organization of seminars and meetings in Ukraine
- Facilitate the exchanges between international team and other stakeholders

Please send your cover letter and resume in English in EC (Europass) format to: Twinning@nbp.pl, by 30 September 2009.

Detailed information you can find at: http://ec.europa.eu/delegations/ukraine/about_us/vacancies/index_en.htm.

PETERKA & PARTNERS

Peterka & Partners, the leading Czech law firm, is looking for a senior lawyer to join its team in Kyiv.

Candidates must comply to the following criteria:

- at least three years' experience in corporate, commercial, litigation, anti-monopoly, liquidation and bankruptcy law
- excellent knowledge of English (both spoken and written)
- strong drafting and negotiation skills
- previous experience in an established law firm

PETERKA & PARTNERS LLC
B. Khmelnytskoho 17/52-A, 01030 - Kyiv

www.peterkapartners.com

For further information or to apply for the position please contact Alexander Poels at poels@peterkapartners.com

Premium Security Company
ARGUS Ltd


is looking for Security Personnel guarding 5-star Hotels and Quality Business Centers in Kyiv

Duties are providing of Client- and Visitor Security, Access Control, Guest-Welcoming and Guest-Information

COMPANY OFFERS:

- comfortable terms of work
- salaries are adequate to the challenging job demands, attractive compensation package (including free meals and suits)
- work schedule is one 12-hours shift

To get more information on this position check «Vacancies» on our web-site: www.argus.ua.
Please, send your CV to: office@argus.ua or contact us by tel. 465-38-61, tel./fax 230 92 77



Designer/Project Manager

Key Tasks:

- Retail and Interior Design co-ordination with Head Office
- Project Management of Retail projects from conception to completion
- Assisting in Preparation of Project Schedules
- Assist HQ engineering in Preparation of Bid Proposals
- Assist HQ engineering in Preparation and analysis of Tenders.
- Control and Maintaining Project Plan
- Control Project Costs
- Liaise with Various Stakeholders
- On-Site Project Management

Requirements

- Minimum of 3 years proven track record in the design and project management
- Ability to work on their own initiative
- Ability to establish relationships within a multicultural environment
- English and Ukrainian or Russian Speaker
- Architect or Interior Design qualification
- Capable of using CAD (AutoCAD, 3-D rendering packages) and Graphics (Corel, Adobe Photoshop) packages.

We need CV's only in English and the contract term is one year with a possibility of extension to two

seaimih@gmail.com

Top Management

Sufficient experience in Top & Senior level Management, Representative Office Head, Investment and Business projects. Good network of contacts in Ukraine & CIS. Well structured business conduct.

Mob. +38-050-332-6726
E-mail: Sergio_2001@mail.ru

Kiev and Ukraine

Tour guide, Interpreter, Representative (English, French, Turkish) Tel/sms: +38093 759 70 40
Ksenya
www.usa.com.ua

PROFESSIONAL ENGLISH

- HR - technologies
- Business Law, ILEC
- For Accountancy
- Banking & Finance
- Marketing
- Business courses

Online test
www.staff.com.ua



Kiev,
5B Bassejnaya St.
(044)289-32-72
(044)289-38-06
Zaporoz'je,
20 Metalurgov St.
(061)236-77-72
(061)236-43-47

Accountant, Financial controller

F, 37, Ukrainian, Skilled in operating accounting management with international and local companies (engineering, construction, installation services) fiscal reporting, payroll, warehousing, key assets, tax exemption, budgeting, forecasting, IFRS reporting, contract and statute documentation. 15 years working experience in international and local business as accountant, chief accountant, financial manager, auditor.
e-mail: financier2009@mail.ru
+38050 381-41-86

Mathematics & Russian/Ukrainian

Teacher/coach (masters degree) private lessons for kids and students
8063-282-02-67

Event Management. Sales

Lady, University Degree in economics, Western diploma in special events, hospitality, tourism 3 years of international experience in events management, sales, marketing, excellent interpersonal skills, fluent english, well practical knowledge of North American culture For your business, entertainment projects. Positive attitude, responsible, intelligent, efficient.
Call Tasha +38-063-744-1080 or e-mail at: rusarian8@yahoo.ca

Office manager/Administrative/financial manager

F, 37, Ukrainian. Supervising of company's operating activities Financial strategies of the company. Accounting management. Budgeting. Contract management. Statute documentation. Staffing. 10 years experience in international business
e-mail: omanager@mail.ru
+38095 840-95-25

Accountant part-time

Professional accountant, higher education, audit certificate, ACCA – professional stage. Providing full range of accounting services. Worked in the UK and USA. Fluent English.
accountant.ua@gmail.com
+38 (067) 613-8837

Personal Assistant/Translator

University degree in Linguistics and Psychology Over 10- year working experience in multinational companies
Good social, organizational and interpersonal skills
Good knowledge of MS Office software
Please, call:
8 095 701 53 59 Tatiana
job5offer@ukr.net

Part-time Accountant

A certified Accountant is offering qualified professional services on part-time basis, including:

- Financial accounting (Ukrainian GAAP, and other);
- Tax accounting: calculation of taxes (CPT, VAT, others), preparation and submitting tax returns, Dealing with state authorities.
- Payroll accounting.
- Accompanying external and internal auditors.
- Management accounting up to needs of the company; Budgeting, forecasting and analysis.
- Working capital management.
- Recruiting and Supervising of financial team.
- Other consultancy on financial issues.

Personality: Male, Ukrainian, 30 years old
Professional experience (more, than 10 years):
- Financial manager
- Deputy Chief financial officer
- Financial controller
- Chief Accountant
- Accountant
For any additional information, please, mail: accountant1041@gmail.com, call 097 691-97-98.

Professional Spanish Teacher

Alla V. Rudas mov.
+380 98 9569386, with huge experience would like to suggest language courses with a big variety of audio/video materials. Also could assist in any kind of translation.
e-mail: alla_ru@ukr.net

Management/Translation

F26, university degree in Linguistics and Foreign Economic Activity Management. Fluent English, basic German. Good PC user. Looking for the position in international company.
Please call Olga
8-097-591-23-84,
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

Personal Assistant/Driver (УЛІКС)

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

Architect / Project Coordinator

Lady, 32. Architectural education, PH.D degree. 7 years experience in Ukrainian, international companies. Cooperation with subcontractors, local authorities for project issues, supervision according to investor requests. Advanced PC, CAD user. Yuliya Lysenka. email: artsy@i.ua
+380677813626

EZ ENGLISH

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