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International HIV/AIDS Alliance in Ukraine

The International HIV/AIDS Alliance in Ukraine (Alliance-Ukraine) is an international charity established and registered in Ukraine in order to support community action on HIV/AIDS. The Alliance-Ukraine is the biggest non-governmental organisation working in the field of HIV/AIDS in Ukraine and one of the largest in the Eastern Europe and Central Asia. It was founded in 2002 and currently our team consists of nearly 100 professionals. We are implementing national-scale programs supported by the Global Fund to Fight AIDS, Tuberculosis and Malaria, the United States Agency for International Development (USAID), and multiple local and international donors. Our annual 2009 budget is about \$22 million.

We are looking for candidate to fill the following post:

Programme Officer: Policy, Advocacy and Technical Support

Overall Role:

The post holder is responsible for producing reliable and accurate information and method guidance on advocacy and policy in HIV/AIDS for different target audiences; organising and supporting provision of technical support on policy and advocacy for local non-governmental organisations (NGOs)/ sub grantees; contributing into policy/advocacy work in the field of HIV/AIDS in Ukraine.

General Requirements:

- At least 2 years experience in doing policy and advocacy work, preferably in the area of HIV/AIDS control and/or public health.
- Strong policy analysis skills in the area of health care, public health, including HIV/AIDS.
- Well-developed writing and editing skills as well as general communication skills in Ukrainian, English and Russian.
- Working experience with local NGOs, governmental institutions, international organisations is essential.
- Relevant University degree (Public Health, Social Science, Legal Science etc).
- Project management skills and experience are desirable.

Detailed information on the vacancy can be found at www.aidsalliance.org.ua (About us / Employment).

How to apply: Please send your CV and a covering letter in English and Ukrainian/Russian to vacancy@aidalliance.org.ua. Subject line should contain "ref: PO: PA & TS and your surname".

Deadline for applications: 6 pm, 21st October 2009. Only successful candidates will be contacted for an interview.

The International HIV/AIDS Alliance is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community. Qualified people living with HIV/AIDS are particularly encouraged to apply.

BUSINESS ADVISORY SERVICES UKRAINE

is looking for candidates to fill the position of:

NATIONAL PROGRAMME DIRECTOR



The National Programme Director is responsible for development and implementation of the Programme in Ukraine in accordance with the requirements of the donors and the EBRD. This includes:

- Manage day-to-day BAS project grant budgets and operating expenditures in Ukraine;
- Submit monthly activities, and regular project and donor, reports to Head of TAM/BAS Regional Programme for approval;
- Select, in accordance with EBRD policies, and develop, staff of the local BAS team;
- Ensure effective and timely communication with the Head of TAM/BAS Regional Programme and Manager, BAS Programme, particularly on changes in the business and political environment which could affect TAM/BAS activities;
- Ensure full adherence of the BAS Programme in Ukraine to EBRD and BAS internal procedures;
- Represent the BAS Programme in Ukraine and elsewhere, as and when required by the Head of TAM/BAS Regional Programme and/or the Manager, BAS Programme;
- Draft Ukraine operational plans, for approval by the Regional Programme Director;
- Work with the Head of TAM/BAS Regional Programme, TAM/BAS Coordinator and Manager, BAS Programme to develop TAM/BAS Country Briefs;
- Guide and supervise the development and maintenance of the BAS client and consultant database; BAS project flow, including initial approval for project proposals; implementation of market development activities;
- To develop and maintain relations with stakeholders (Government ministries and agencies related to MSME; Non-governmental organisations; financial institutions; academia; international organisations and IFIs etc), in cooperation with Head of TAM/BAS Regional Programme;
- Promote visibility of the BAS Programme in Ukraine.
- Establish and maintain effective working relations with Ukraine Resident Office.
- Establish and maintain effective working relations with TAM Team Country Coordinators, and TAM Advisors, carrying out assignments in Ukraine.

The Business Advisory Services Programme is managed by the European Bank for Reconstruction and Development

It provides grants for qualifying companies to address issues related to their development with the help of local consultants

Skills and experience required:

- University degree in business administration, economics, finance or other relevant disciplines, or equivalent through experience;
- Minimum 5 years experience in business or, ideally, business consulting;
- Computer literacy, conversant with Microsoft Office;
- Excellent written and oral communication skills in English and Ukrainian.

BAS Ukraine is not bound to accept any of the proposals. The successful candidate will be hired as an independent contractor. The duration of the contract will be one year, which can be extended, subject to availability of funding and satisfactory performance. The assignment requires full-time residence in Kiev, Ukraine.

To apply, please submit your CV and a covering letter, by email to MelnicS@ebrd.com by 20 October 2009 at the latest

International IT company is urgently opening 2 vacancies:

Chief Tax Officer

- experienced with European/US/Canada tax legislation
- BIG4 experience will be a plus

Internal Auditor

- experienced with HR (internal, recruiting)
- finances educated to perform corporate financial control
- ready to accomplish top level administrative tasks

Successful candidates please email your resume to: busdeveloper@ukr.net (indicate the position you are applying for in the subject)



- The Kyiv Post is looking for an **OFFICE MANAGER/ TRANSLATOR** who is eager for career advancement.

The ideal candidate is someone who possesses great English-language skills and who enjoys working in a fast-paced, deadline-oriented environment at Ukraine's leading English-language newspaper. Journalism and website experience are helpful, but not required. The position requires someone who has a positive attitude, who can quickly and accurately translate letters and e-mails on occasion and who excels at solving problems in support of the advertising and editorial staff. Please e-mail CV and cover letter to *Brian Bonner*, chief editor, at bonner@kyivpost.com

- The Kyiv Post has an opening for an **EXPERIENCED JOURNALIST** who is fluent in English. If interested, please send a CV and three English-language writing samples to *Brian Bonner*, chief editor, at bonner@kyivpost.com

UNICEF UKRAINE

Operations Manager

TERMS OF REFERENCE

PURPOSE OF THE POST:

Under the supervision of the Representative will be responsible for managing the operational functions of the country office (i.e. finance, accounts, budgeting, personnel, administration and security, supply, ICT), in support of the Country Programme.

MAJOR DUTIES AND RESPONSIBILITIES:

- Certify and confirm operational transactions through the interpretation and determination of applicable policies, procedures, rules and regulations, (e.g., bank accounts, disbursements within authorized limits, contractual agreements, personnel administration, purchase of supplies and equipment). Approve operational transactions within established limits.
- Advise and recommend to the Head of Office and HQ when deviation from rules and regulations may be required and propose alternative solutions through the Representative to HQ, to meet office objectives.
- Monitor compliance with all operational systems and procedures. Establish relevant internal controls. Ensure accuracy, promptness and appropriateness of information, and report to the Head of Office and HQs.
- Participate in the country programme strategy, development, planning and review/ review meetings to identify staffing and administrative requirements.
- Establish, maintain and provide technical guidance and support to various consultative and advisory committees.
- Acquire all expendable and non-expendable properties (administrative and/or programme supplies), ensuring that procurement is made according to organization's rules, regulations and procedures. Control inventory, its utilization and disposal.
- Review office structures and operations, and update job descriptions prior to budget preparation, in line with the country programme commitment. Prepare budget and the accompanying justification and documentation. Monitor and control budget allotments.
- Arrange with the government authorities, all operational facilities and basic cooperation agreements, (e.g. customs, visas, protocol, receipt of contributions, security, accommodations, privileges and immunities).
- Manage the recruitment of staff in an appropriate and timely manner. Provide staff briefing and orientation regarding all of the operational areas. Also provide counselling on personnel-related issues, including career development.

QUALIFICATIONS AND COMPETENCIES REQUIRED:

(a) EDUCATION

Advanced University Degree in Economics/Finance/Business Administration/Management or related field.

(b) WORK EXPERIENCE

Five years of progressively responsible professional work experience in personnel and finance management and office administration.

(c) LANGUAGES

Fluency in English, Ukrainian and Russian is required.

(d) COMPETENCIES

- Proven ability to conceptualize, plan and execute ideas.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- Ability to supervise professional and support staff.
- Proven ability to plan, manage and monitor the effective use and safekeeping of fixed assets and financial resources.
- Good analytical and negotiating skills.
- Ability to organize and implement training.
- Computer skills, including internet navigation, and various office applications.
- Demonstrated ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization.

Applications from qualified women are encouraged.

UNICEF is a non-smoking environment.

The deadline for submission of application is **28 October 2009**.

Only short-listed candidates will be contacted.

Applicants that fulfill the above requirements are requested to fill in a United Nations Personal History application (form P.11). This should be submitted, together with a resume/ CV and accompanying covering letter describing your professional interests in working for UNICEF, to the following address, fax or e-mail:

UNICEF Office in Ukraine
UNICEF, 1 Klovsyky Uzviz St, Kyiv, Ukraine
Fax: 230-2506

E-mail: recruitment.kiev@unicef.org
(Please indicate 'OM' in the subject of your application)

DLA Piper Ukraine, a part of DLA Piper, an international legal practice, is looking for an Associates to join its Tax group and Real Estate group.

Main requirements:

- I. Ukrainian university degree in Law
- II. Professional experience 2+ years
- III. Fluency in English, Ukrainian & Russian
- IV. Excellent research and analytical skills



Please submit your resume to Julia Fetisova, HR Manager, in confidence on Julia.Fetisova@dlapiper.com

HR Manager

Our client is a successful pharmaceutical company with global status and reach. For their Kiev branch they are looking for an experienced HR Manager.

Kiev ♦ m/f ♦ Competitive salary

- ♦ Reporting directly to the MD and in dotted line to the regional European HR Director
- ♦ Being responsible in attracting, developing and retaining key professionals for and on behalf of our client
- ♦ Continue to implement and build up a highly professional HR function, in line with client's strong values
- ♦ Change Management: to optimise the organisational status of the operation in the Ukraine
- ♦ Be a strong business partner to the management; support, challenge and provide professional advice to the company to achieve their business goals
- ♦ Monitor and evaluate HR KPI's and take full responsibility administrating staff issues towards local authorities. Ensure legal compliance in relation to the HR matters
- ♦ Minimum 5 to 10 years general HR management experience in a commercial oriented and international dynamic company, strong preference for HR individuals with FMCG oriented industry experience
- ♦ Knowledge of professional HRM policies/practices, Recruitment, Compensation & Benefits, and the proactive desire to continuously raise the standards at all times
- ♦ Ability to gain personal credibility at all levels and willing to challenge constructively
- ♦ Understanding of a sales oriented business model from HR point of view
- ♦ International experience is a plus
- ♦ Native Ukrainian, fluency in English and Russian
- ♦ Cross cultural understanding

Please send your CV to application.ee@michaelpage.com, quoting the ref number FEMB 131873

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IFC, a member of the World Bank Group, creates opportunity for people to escape poverty and improve their lives. We foster sustainable economic growth in developing countries by supporting private sector development, mobilizing private capital, and providing advisory and risk mitigation services to businesses and governments.

IFC's Ukraine Food Safety Improvement Project aims to decrease food safety related risks and increase the competitiveness of Ukrainian food processors. We seek a qualified candidate to join our Kyiv team as

FOOD SAFETY SPECIALIST

to be responsible for recruiting and advising food processing companies on their needs related to food safety management as well as providing technical support to the project in its public awareness, training, and policy activities. The position requires solid technical skills, excellent relationship abilities, and strong multi-tasking capacity.

Requirements & Qualifications:

- Degree in microbiology and at least five years of work experience as food safety specialist in food processing or consulting company
- Hands-on knowledge of international food safety management systems and Ukrainian agribusiness
- Strong analytical skills and proven ability to produce concise and well structured reports and presentations quickly
- Excellent communication skills in Ukrainian, Russian, and English
- Willingness and ability to travel across Ukraine and in the region

Please visit www.ifc.org for more details on organization, position and to apply (Careers – Job reference # 091804)
Closing date for applications is October 27, 2009.



РАЗОМ ДО ЗДОРОВ'Я TOGETHER FOR HEALTH

USAID-funded project, working to improve family planning/reproductive health (FP/RH) in Ukraine, is recruiting for a

SECRETARY/RECEPTIONIST

Main Responsibilities:

- Greet and orient visitors, answer and transfer incoming calls;
- Order outgoing and receiving incoming letters and faxes;
- Assist in the preparation of meetings, conferences and conference telephone calls;
- Perform other related duties as required, etc.

Desired Qualifications:

- Familiarity with MS Office, e-mail and office equipment;
- At least one year experience in clerical work, preferably with international donors;
- Excellent organizational skills;
- Friendly personality;
- Fluent in Ukrainian, Russian. Satisfactory working knowledge of English;
- Ability to work under pressure.

CV and cover letter in English to: E-mail: vmihaylik@fprh-isi.org.ua
info@fprh-isi.org.ua
or Fax: (044) 581-1521

Deadline: October 23, 2009

Interpreter/Business Assistant

MINI RESUME
Lady, university degree in Linguistics and Foreign Economic Activity Management, 16-year experience in foreign companies, including start up companies, as Personal Assistant, Office Manager and Head of Representative Office. Fluent English, basic German. Please call Olga: 38066 7049424 or write olga2121@gala.net

Driver

MINI RESUME
Driver with own car. 47 year old. 25 years of experience without accidents. Ready for travel out of town. Basic English. Michail 8067 (243 5243)

Translator \ Interpreter

MINI RESUME
Experienced interpreter will assist your private/business needs. Call Viktoria 80506147247 or e-mail gusvik2002@gmail.com.

Accountant part-time

MINI RESUME
For small to medium-sized business. Full set of accounting services. High professionalism. References. accountant.ua@gmail.com +38 (067) 613-8837

Personal adviser - Finance, Investment, RE*

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Personal Russian lang. tutor / guide

MINI RESUME
Lady, 35. Professional Russian language lessons and Russian conversation club for foreigners. Personal tutor, guide. Master's degrees in Linguistics and Economics. I am looking for direct agreements. Natalia +38067-936-18-39 natalrak@ukr.net

Accountant assistant

MINI RESUME
19 y.o. BBA student of WIUU in Kiev is looking for part time/full time position. Confident person, fluent English, own car, driving and work experience ING bank. Tel.: 8(067)5068120; (044)5362707

Personal Assistant/Translator

MINI RESUME
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

Driver/Translator(English)

MINI RESUME
Over 10 years in American company. Very good English, elementary German, Native Ukrainian and Russian. Tel. +38050-3313219 Alexander

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(044)289-38-06
Zaporoz'je,
20 Metallurgov St.
(061)236-77-72
(061)236-43-47

HR Manager / Trainer

MINI RESUME
3-year experience in HR field and Personnel Development Good knowledge of HR and T&D practices Advanced managerial skills Result driven, proactive, energetic approach to problem solving Fluent English Please, call: 8 095 77873 22 Tatiana good5work@ukr.net

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