

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.

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

Looking for a Spanish language teacher

(with Latin American twist).

Native speaker is a must.

Fluent English is preferable.

Previous experience is required.

Call Anna +38 067 405 25 29

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 operational 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 Klovsky Uzviz St, Kyiv, Ukraine
Fax: 230-2506

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



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 Investment Climate and Financial Markets Crisis Response Projects seek a qualified candidate to join IFC Kyiv team as

INSOLVENCY-DISTRESSED ASSETS CONSULTANT

The consultant will review and assess the effectiveness of legal and operational framework for the sale of distressed assets to third parties as well as the resolution of these loans by third parties and insolvency proceedings. These require that the Consultant has outstanding knowledge of Ukrainian laws and regulations, the function and operations of Ukrainian governmental and court structures in their dealings with entrepreneurs and financial institutions, as well as knowledge of other structures and actors involved in the insolvency and asset transfer processes (e.g. insolvency practitioners etc.), combined with in-depth knowledge of and if possible experience in the private sector. The primary focus of the work will be on building close cooperation with relevant government agencies to motivate them to initiate/implement regulatory changes. The work requires extensive legal drafting as well as intense negotiations with the government.

Requirements & Qualifications:

- Masters or PhD in Law, or equivalent, and at least 5-8 years of relevant professional experience;
- Strong practical up-to-date knowledge of legislation and regulations affecting the private sector and related to insolvency proceedings, non performing loan and distressed assets transfers issues;
- Experience in public administration, having dealt with private sector issues, and/or in court proceeding highly desirable – experience working in insolvency proceedings or distressed assets transfer would be a major asset;
- Extensive work experience in analyzing legislation and regulations and hands-on experience in drafting legislation or regulations;
- Fluent Russian and Ukrainian, knowledge of English would be a major asset.

For corporate information please visit www.ifc.org
To apply please send application to UkrHR@ifc.org by October 30, 2009



SALES AGENT

We offer a challenging opportunity to work in Ukraine's leading English-language newspaper. This position will help the successful applicant acquire experience in media, establish a career in advertising, improve language skills and meet interesting people.

The job offers the chance to learn how to sell and market in a competitive media market.

The position requires someone with a positive attitude and strong presentation skills. We want someone who learns quickly and understands how to sell in print and on the web. This is a full-time, commission-only sales position.

Requirements:

- Strong, successful personality
- Good communications skills
- Knowledge of Word, Excel, Internet Explorer programs
- Sales experience is helpful, but not required.

Please send your CV the subject **"SALES AGENT"**

to e-mail:
timonin@kyivpost.com



Project Manager/ Country Manager

For a European owned company **Ciklum seeks an ambitious Project Manager**, later advancing to Country Manager.

The ideal candidate has a proven track record from: People management, Solution sales, Software development and Project deliveries. Furthermore the candidate should have very good English skills and be able to represent the company towards external customers worldwide.

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Please send your full resume in English to cv@ciklum.net

Place for your

MINI RESUME

0.5 box

Price 40 UAH

Personal Russian lang. tutor / guide

MINI 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

RESUME

HR Manager / Trainer

MINI 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

RESUME

Accountant part-time

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

RESUME

Personal adviser - Finance, Investment, RE*

MINI M, 37, +8 years experience. Cover all your needs in negotiations, banking and investment deals, asset protection and property management. +38067 4802345, comstar@ukr.net

RESUME

DO YOU WANT TO STUDY IN THE USA?

education USA
Educational Advising Center

Don't miss the unique opportunity to attend a special presentation on the US education and UNDERGRADUATE programs of two American universities delivered by universities' representatives:

- University of Northern Iowa (Cedar Falls, IA)
- Iowa State University (Ames, IA)

We will also discuss:

- Application process and tips for applying
- Standardized tests

PARENTS ARE ESPECIALLY WELCOME!

The presentation will be held on **October 26, 2009** at **16:00** at the EAC library (Kyiv, vul. Melnykova 63). Please register for this event at **(044) 483-25-32, 483-91-38** or e-mail at **receptionieac@americancouncilskiyv.org.ua**

PROFESSIONAL ENGLISH

- HR - technologies
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(044)289-32-72
(044)289-38-06
Zaporoz'je,
20 Metallurgov St.
(061)236-77-72
(061)236-43-47

INTERIM MANAGER

MINI 16 year management experience in Ukraine, NIS and Eastern Europe. Turnaround, Restructuring, Preparation of companies for sale or M&A. Industry experience: Agriculture, Retail, FMCG (production and distribution). Machine building production, Engineering. Generalist, operations and finance roles. Qualifications: CPA, CIP, CAM. Mob.: +380 98 004 3833; e-mail: interim.ukraine@gmail.com

RESUME

Real Estate Development, Project & Property Management, Procurement

MINI UF 33 - 12 years experience RE development, PM, engineering International Companies. MS Civil Engineering; IPMA D, CPM. Strong professional, communication, organization skills. Responsible, self-motivated. Fluent English, advanced PC; (067) 2324964; nw_7nw@yahoo.com

RESUME

Interpreter/Business Assistant

MINI 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

RESUME

Driver

MINI 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)

RESUME

Translator / Interpreter

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

RESUME

Real Estate/Service/Aquaintance

REAL ESTATE

Real Estate Agency TEREN PLUS
289-3949 284-3561
info@teren.kiev.ua
www.teren.kiev.ua

HOTEL SERVICES

Location (St.)	Condition	Rooms	Area	Rent \$ (per day)
Pushkinska	Excellent	1	35	50
Prorizna	Excellent	2	70	80
Zoloti Vorota	Excellent	3	80	95

RENT

Location (St.)	Condition	Rooms	Area	Rent \$
Pushkinska	Excellent	1	35	750
Horkoho	Excellent	1	40	1100
Nabrezhno-Khreshchatytska	Excellent	2	65	1300
Honchara	Excellent	2	75	1300
Lyuteranska	Excellent	2	70	2000
Horkoho	Excellent	2	65	1600
Vorovskogo	Excellent	2	65	1500
Kostiolna	Excellent	3	90	2500
Mezhygirska	Excellent	3	90	2000
B. Khmelnytskogo	Excellent	3	130	2500
Saksaganskogo	Excellent	4	155	2500
B. Khmelnytskogo	Excellent	4	150	3000
Kruhouniversytetska	Excellent	4	120	3000
Shota Rustaveli	Excellent	4	150	4500
Kropyvnytskogo	Excellent	4	260	6000
Mykhailivskiy	Excellent	5	150	4400
Vorovskogo	Excellent	5	260	6000
Arsenalna (office)	Excellent	3	76	1000

Service

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Swedish family is leaving Kiev. We recommend our excellent nanny Olga. Education as a pre-school teacher. Phone Olga: +38 067 367 1800 or zherdev2008@UKR.NET.

Legal services
Ukrainian & CIS visa support, visa extension, registration, work permit, residence permit, citizenship, Full legal support in Ukrainian law, claim-lawsuit work.
578-27-46, 8096-353-06-54, 8067-2353485

Уроки англійського
Носитель англійського мови з 10-літнім досвідом преподавання англійського в Україні. За додатковою інформацією і цінами обращайтесь: <http://www.englishteacherinukyiv.blogspot.com>

Dear Sirs!

We propose to you a direct offer from the owner about leasing the house in the centre of Kyiv. (Solomenskij district)

- 3 floors, the area in general - 300 m², eurorepair, was built in 2000 year.
- Three bedrooms, (1 for children), 2 sanitary arrangements, 2 bath-rooms, (1 jacuzzi), cloakroom, 2 balconies, stairs to garret, fireplace hall looking out the terrace (furniture is made from rotan), garage, sauna.
- Air-conditioners, signaling, videophone, telephone, internet.
- It is possible house to let with furniture set;
- Domestic equipment;
- Territory - 600 m², landscape design, barbecue, open-air cage for a dog.



Long-time rent for respectable people costs 4 500\$ a month + public utilities.
Contact person - **Chernova Daria (095) 243 15 05**

Продам
Харьков, Центр,
ул.Сумская
(район Нацбанка)
участок 6+6 соток
(внутренний двор),
отдельно стоящее здание
3 этажа S 2100 кв.м.
под реконструкцию
3000 у.е./кв.м.
тел. +38 097 064 36 13

Key Realty
Apartments Houses Offices Short term rents
Tel: 279-0690 2782776
E-mail: krealty@zeos.net
www.keyrealty.kiev.ua

Experienced certified real-estate broker will help You to buy/sell property in Kiev (097) 280 72 94

FOR RENT
Kreshatik - 70\$ per night
Luteranskaya - 50\$ per night
L.Tolstogo - 80\$ per night
E-mail: kiev-com@ukr.net
Tel.: +380676594499
+380445390424

FOR RENT
1.Luxury 3 room, high ceilings 100 sq.m apt. with studio. Pushkinska str., 21, long term 3500\$/month
2.Stylish large 4 room 2-story high ceilings 140 sq.m. apt. Honchara str. long term 3000\$/month; No commission.
tel.: +380931420952
+380977991185

FOR RENT
4-bedroom apartment for long term at 36, Vorovskogo Str.; new house 260 sq.m., 3rd floor, unfurnished, fully equipped, 2 parking lots
Price: 6000 \$ per month
Tel.: +38 044 2893949
info@teren.kiev.ua

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Иностранец хочет познакомиться с девушкой до 35 лет. Прилетаю в Киев в первой декаде октября. Пишите мне по электронной почте о встрече
E-mail: Bridayu@hotmail.co.jp

American Man looking for a wife ages 25-40 prefer thin build, non-smoker. One child OK. Send anketa to: fonzianna@msn.com phone 1-303-888-5667. 9 hours less than Kiev time.

HOW TO PLACE A CLASSIFIED AD IN THE POST

IN PERSON
Bring your ad & payment in cash to:

- "Uliks" agency, L.Tolstogo Sq., 21, Tereshchenkivska St., door code 011
Tel. 235-21-73, 246-58-60
9:30 a.m. - 6:00 p.m.
- "Center Reklamy" agency, 2/4 Zlatoustovskaya St., Tel. 537-22-16
- "Slon" agency, 125 Saksaganskogo St. Tel. 536-11-59

PLACEMENT ADS OR LONG-TERM ADS

- "Academia Reklamy" agency, 21 M.Raskovoi St., of. 503. Tel. 517-45-09
- "Rekon" agency, 67 Pobedy prosp. Tel. 455-54-94

KYIV POST,
Call 569-97-03, ext. 213
ask for Elena Symonenko
symonenko@kyivpost.com

CITYCON
490-20-10
253-10-01

REAL FOR REAL SOLUTIONS

Office 24, 22/7 Institutka St., Kiev, Ukraine, 01021.
e-mail: citycon@citycon.kiev.ua, www.citycon.kiev.ua

FOR RENT
Lukjaniivska Str. (Kontraktova Sq.)
New house Condominium, total area-160sq.m, h=3.3m, 3 rd floor, 2 bathrooms, 2 bath-rooms, 2 balconies, studio, furniture, domestic equipment, gymnasium, orchard (garden), barbecue, parking, security, phone, internet. 4500\$ 80507108882

FOR RENT
Luxury new house in the city center on Pechersk district. Modern style, western standard. Total area: 300 m², 5 bedrooms, 3 wc, 5 hundreds of land. 6500\$ per month. Tel: +38 044 425 77 07
Tel: +38 044 425 77 08
info@kievcityres.com.ua
www.kievcityres.com.ua

PLACE FOR YOUR AD
text box
size 34,4 x 20,5 mm
price 73,5 UAH

FOR RENT
Stylish apartment with the stunning views. Ultra modern apartment on Volodymyrska Street. Total area: 160 m², 2 bedrooms, new building, 4000\$ per month. Tel: +38 044 425 77 07
Tel: +38 044 425 77 08
info@kievcityres.com.ua
www.kievcityres.com.ua