



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.

The five-year Ukraine Cleaner Production Program aims to stimulate investment in and uptake of Cleaner Production (CP) and technologies and management processes in Ukrainian companies. We seek qualified candidates to join our team as

TECHNICAL EXPERT: CLEANER PRODUCTION IN AGRIBUSINESS

to be responsible for delivering CP assessments and consultancy to IFC clients and partners, for advising Ukrainian agribusiness companies in specific investment opportunity, technology upgrades, or process management improvements. In addition, the Expert will direct external CP consultants to ensure quality of services to clients. The Expert should have an in-depth knowledge of CP management and investment practices within agribusiness, and a broader knowledge of CP processes and systems. Previous experience with waste-to-energy projects is desirable.

POLICY ADVISOR

to be responsible for analysis, design and advocating of policies related to resource efficiency and supporting the government in implementation of those policies in Ukraine.

Requirements & Qualifications:

- Master's or equivalent professional degree and at least 5 years of relevant experience;
- Strong analytical skills, ability to think strategically and rapidly analyze diverse information;
- Self starter with strong managerial, organizational, and problem-solving skills;
- Excellent communication, presentation and facilitation skills;
- Fluency in Ukrainian, English and Russian.

Please visit www.ifc.org for more details on organization, positions and to apply (Careers – Job reference # 091885 and # 091926 respectively) Closing date for applications is November 22, 2009.

EU-funded international Project is searching for a full-time Communication Expert

Requirements:

- Master degree in Journalism or equivalent
- at least 3 years experience in PR & communication
- excellent inter-personal and communication skills
- established strong relationships with Ukrainian (and international) mass media
- fluent English and Ukrainian in reading, speaking and writing
- experience in the energy sector would be an asset
- result oriented, dedicated, flexible person

Responsibilities:

- communication events management (press-conferences, awareness campaigns)
- PR support to all Project events (workshops, seminars, study tours)
- document support of Project events & afterwards press monitoring
- preparation of materials for the Project web-site
- preparation of monthly Project newsletter
- design of the Project's communication tools such as brochures, flyers, etc.
- updating the communication strategy

Interested candidates are encouraged to apply by sending CVs in English and Ukrainian via e-mail at ichernysh@eu-coalsector.com.ua. The deadline for applications is 13 November, 2009. Project web-site: eu-coalsector.com.ua

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. 044 569 9703 Fax. 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.



BRITISH EMBASSY, KYIV: CONSULAR ASSISTANT (LEIII)

The British Embassy is seeking to recruit a Consular Assistant. The successful candidate must be available to start work on 14 December 2009.

This is a part-time, permanent position and will involve assisting Pro Consul, Vice Consul and Consul in dealing with consular casework including: responding to general enquiries received by phone, e-mail and in person; processing fees and preparing basic notarial work and passport applications; maintaining consular databases; supporting colleagues in handling consular assistance cases; overall responsibility for the section's administrative tasks.

We are looking for someone who has strong service delivery and interpersonal skills, who is quick to learn, pragmatic and patient. The candidate should be able to work without close supervision; have good IT skills; be fluent in English, Ukrainian and Russian, both spoken and written. Previous experience in administrative work would be useful. The position is subject to successful completion of a three-month probation period. The successful candidate should be willing to work out of office hours occasionally.

Further details of duties and responsibilities, as well as the application form, are available from ukraine.fco.gov.uk >>>our office in Ukraine >>>working for us. The application form should be completed in English and submitted to vacancy.kyiv@fco.gov.uk The deadline for applications is 6 November 2009.

Looking to employ an Ukrainian, male/female who is a fluent Ukrainian/Russian/English Speaker

to help me make contact & business with Ukrainian artists in the Ukraine & to work abroad.

Must be prepared to travel.

Please reply to:

Park Galleries, London ,
email: parkgalleries@hotmail.co.uk
Tel no: 0044 07718294917



European Business Association (www.eba.com.ua), non-profit, non-governmental organisation, representing interests of about 750 leading European and domestic companies is seeking a candidate for the following position:

EBA AGROCHEMICAL COMMITTEE COORDINATOR:

- Academic background
- At least two year experience in agrochemical sector
- Ability to plan, service, and supervise a variety of meetings and events
- Strong analytical, research and problem solving skills, proven business documentation skills
- Knowledge of regulatory environment
- Fluency in both written and spoken English (is a must), Ukrainian and Russian
- Computer proficiency
- Being a team-player along with an ability to work independently and take initiative
- Excellent communication, negotiation and presentation skills

PLEASE SEND YOUR CV AND A BRIEF COVER LETTER VIA E-MAIL: OFFICE@EBA.COM.UA BY 10 NOVEMBER.

STELLENAUSSCHREIBUNG ÜBERSETZERIN/ÜBERSETZER DEUTSCH- ENGLISCH/UKRAINISCH-RUSSISCH

Nörr Stiefenhofer Lutz www.noerr.com ist eine internationale Partnerschaft von Rechtsanwälten, Steuerberatern und Wirtschaftsprüfern mit 5 Büros in Deutschland, 7 Büros in Mittel- und Osteuropa und einem Repräsentanzbüro in New York. Die über 450 Berufsträger von Nörr Stiefenhofer Lutz beraten Mandanten in allen Bereichen des Wirtschaftsrechts. Neben den Landessprachen Ukrainisch und Russisch wird in unserem Kiewer Büro durchweg in deutscher und englischer Sprache kommuniziert.

Wir suchen eine/einen

ÜBERSETZERIN/ÜBERSETZER

Deutsch-Englisch/Ukrainisch-Russisch für unser Kiewer Büro gelegen im Zentrum Kiew (Khruschchyk).

Ihre Aufgaben

- Übersetzen von juristischen Texten sowie von Präsentationsmaterial aus dem Deutschen und Englischen ins Ukrainische und Russische und umgekehrt
- Korrekturlesen englischer, deutscher, russischer und ukrainischer Texte

Ihr Profil

- Russischer/ukrainischer Muttersprachler mit abgeschlossener Ausbildung zum Übersetzer (m/w), (Universitätsstudium oder vergleichbare Ausbildung) bzw. entsprechende Qualifikation
- Berufserfahrung als juristischer Übersetzer
- Idealerweise Diplomierte/Diplomierter Übersetzerin/Übersetzer mit Rechtskenntnissen/Rechtsausbildung
- Kenntnisse im Umgang mit PC und Online-Recherchequellen

Start: ab sofort

Arbeitszeiten: Vollzeitstellung

Bitte schicken Sie Ihren Lebenslauf an: ovo@noerr.com

NÖRR STIEFENHOFER LUTZ

ENGLISH LANGUAGE EDITOR

Sincome Capital, a leading investment house with over 15 years of history in the Ukrainian capital markets, is seeking a full time English language Editor to join its Research Team.

The successful candidate should be a native English speaker with an appropriate university degree and two or more years experience in the field. The candidate should be a team player, highly motivated and highly attentive to detail. The candidate should be able to comfortably meet deadlines while maintaining a creative approach to his/her work. Knowledge/experience in the financial services business is preferred.

Please send resumes and examples of work by email with the subject line "EDITOR" to: hr@sincome.kiev.ua

USAID FROM THE AMERICAN PEOPLE

PACT, INC., accredited in Ukraine to implement International Technical Assistance Projects seeks candidates to fill the position of

GRANTS MANAGER

Summary of position: Grants Manager shall provide administration of the full cycle of grants management activities for the project in compliance with PACT's procedures and donor's regulations including grant announcement, pre-award assessments, compliance visits and close-out procedures, maintain complete files for each grant. Also, GM shall provide direct technical assistance and/or arrange for technical assistance to NGO grantees.

REQUIREMENTS:

- University Degree in International Relations, Political Science.
- International project management experience.
- Fluent oral and written English, Ukrainian and Russian.
- At least 5 years working experience with international technical assistance programs supported by USAID.
- Extensive background in the areas of NGOs grant management and outreach activities.

To Apply: Please send your CV and cover letter to jobs@pact.org.ua and put "Grants Manager" in the subject by November 9, 2009. No phone calls please. Please refer to the website www.uniter.org.ua for more details.

German Company Is looking for a SALES-MANAGER for our Kiev-Branch

Requirements:

- Sales experience
- Preferably with higher technical education
- Fluent German or English
- 25-45 years old

Please send your CV on e-mail: antonova@ohlert.kiev.ua

KyivPost

All job vacancies advertised in

Kyiv Post

newspaper are available on www.kyivpost.com in PDF format

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

Translator/Interpreter

MINI

Reliable interpreter, with 9 years experience in foreign companies, will be happy to assist you. Reasonable rates. Please, call (044) 229-2655; (097) 809-0355. Natalie

RESUME

Administration/Office

MINI

University degree in Linguistics. Working experience in multinational companies. Fluent spoken/written English. Strong organizational skills Client management experience. Communicative, accurate, responsible and enthusiastic. Please, call: 8 095 701 53 59 Tatiana, job5offer@ukr.net

RESUME

Project Manager/Finance Manager

MINI

Qualified finance professional is looking for a full or part time job: - Project manager (any business project, raising bank financing, market research) - CFO/Finance manager - Consultant: IAS/IFRS, Ukrainian GAAP and taxes, management accounting 8+ years of experience as CFO with multinational and big Ukrainian business +38-067-256-96-54 e-mail: consult563@gmail.com

RESUME

Chief Accountant

MINI

F, 39. Higher economic education. Professional experience-6 years. Foreign economic activity. Companies with foreign investment. Tax and financial statement audit. Tel. 0(66) 4473661, 4001586

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

Interpreter

MINI

Interpreter will assist your business/privat needs Call Svetlana +38 097 007 30 97 or e-mail shevchenkolana@rambler.ru

RESUME