

How to place an Employment Ad in the Post

In Person

Bring your ad to our office at 34 Lesya Ukrainka Blvd., 4th floor, Room 401 from 9:00 a.m. to 6:00 p.m. Ask for Tetyana Purik.

By Fax or Phone

Send a fax including number of boxes, number of issues and form of payment to **254-3113** or call **496-1111**. e-mail: purik@kppublications.com

Deadline

The deadline for Thursday Employment ads in the Post is one week before publication.

Payment

Pre-payment is required in all cases.

Mini Resume

Send us a brief CV (it should be no more than 20 words) and we'll run it in 2 issues of the Post for only Hr 50. Please stop by at "Vash Dom" agency, Triokhsviatelska St. 3 to drop off your CV. Tel: 228-4010

And don't forget to post your resume on www.ukrjob.net - FOR FREE!

THE POST



Western Bank is looking for candidates to fill in the following positions:

COUNTRY TREASURER
DEALER (Treasury Department)
HEAD OF TREASURY BACK OFFICE
CUSTOMER SERVICE HEAD
CUSTOMER SERVICE OFFICER
RELATIONSHIP MANAGER

Requirements: The perfect candidates for all the above positions must have 3+ years of relevant experience in banking. Fluent English is a must.

Please send your CVs in English and Ukrainian (Russian) languages to:
marina.kharkova@staffservice.com.ua

2nd floor, 17/22 Yaroslavska, Kyiv,
Tel. +38.044.4906655 Fax. +38.044.4171692



Western Bank is looking for candidates to fill in the following positions:

CURRENCY CONTROL HEAD
FUND TRANSFER DEPARTMENT HEAD
CHIEF ACCOUNTANT
CREDIT INSPECTOR
ADMINISTRATOR (bank experience is not required)

Requirements: The perfect candidates for all the above positions must have 3+ years of relevant experience in banking. Fluent English is a must.

Please send your CVs in English and Ukrainian (Russian) languages to:
marina.kharkova@staffservice.com.ua

2nd floor, 17/22 Yaroslavska, Kyiv,
Tel. +38.044.4906655 Fax. +38.044.4171692

International Charitable Foundation "Heifer Project International" (HPI), the Ukraine Country office established by a USA nonprofit Organization (www.heifer.org) is seeking candidates for the following full-time positions:
RESOURCE DEVELOPMENT EXECUTIVE/ FUNDRAISER (based in Kyiv)

Function:

Within the HPI's mission and the Ukraine program's focus and key priority areas, to provide leadership to fundraising, marketing, and public awareness programs, and to develop an over-all stability and the continuing growth as well as to facilitate local support for the HPI-Ukraine Program

Responsibilities:

- Develop and implement a fundraising plan and strategy that will enable the Ukraine program to tap resources, both local and overseas
- Develop proposals that will enable the country program to provide continued support to its partners
- Cultivate donor and volunteer relations through investigation of new resource for HPI-Ukraine; responsible for finding, keeping contact and record of both regular and irregular donors and volunteers; to organize fundraising and volunteering activities nationwide as well as coordinate donors and volunteers' visit to HPI-Ukraine project areas
- Raise donor and media awareness of the country program through press releases regarding the different activities implemented, conducted, organized by the country program
- Tap government line agencies as resource for fundraising, develop partnership and collaboration in project implementation
- Train appropriate program staff and program partners in fundraising and grantsmanship skills
- Produce an annual report every end of the fiscal year, in coordination with the regional staff, and the finance administrator. Put in place a system of consolidating all reports pertaining to project partners' counterparts, in-country raised funds, etc

Experience and skills

Significant professional experience (min 5 years) in a relevant field in nonprofit, business, or government sectors, as well as work experience in Ukraine. Previous proven Resource Development and Public Relations field experience as well as superior presentation skills and fluency in written and spoken English and Ukrainian language skills is required. Strong computer skills are desirable. Advanced degree, preferably in the area of economics, business management, public administration or public policy

FIELD ASSISTANT (based in Kyiv)

Function:

Assist the HPI-Ukraine Country Director with project development and monitoring in rural and urban areas throughout Ukraine by supporting current and prospective project partners in the areas of participatory community development, technical agricultural information, marketing, organizational capacity building and leadership skills. Develop project aspects relating to animal husbandry and horticulture

Responsibilities:

- Assist prospective project partners with project development and community building by facilitating a community-based participatory planning process
- Promote Heifer International's by responding to inquiries for assistance, through public speaking and by participating in relevant conferences
- Collaborate with agriculture extension services, local universities or other NGO's
- Work in collaboration with the Resource Development Executive and Ukraine Country Director to develop funding proposals
- Manage operations budget for the assigned region and prepare monthly financial reports and quarterly progress reports
- Assist with or organize training workshops on various topics as requested
- Write articles for reports relating to projects

Education and experience

Min Bachelor's degree in appropriate field; plus 3 to 5 years experience in and knowledge of rural and urban agriculture, community development and working with limited-resource communities. Other job related education, experience, or training may be substituted for part of these basic requirements

Knowledge, skills and abilities

- Knowledge of sustainable rural and urban agriculture practices and participatory community development
- Knowledge of livestock management and organic horticulture is desirable
- Computer skills in word processing, database management, and e-communications
- Presentation, organizational, and budgeting skills
- Valid driver's license and be able to drive a motorized vehicle
- Ability to cooperate effectively with all staff, other field personnel, project partners, and collaborating organizations
- Ability to work flexible schedule with extensive travel
- Ability to write clearly and effectively
- Bi-lingual in Ukrainian and English

Please send resume, cover letter and testimonials to Viktor Teres, HPI-Ukraine Country Director:
viktor.teres@heifer.org.ua; Fax: (044) 494-2609

Subject: Resource Development Executive/ Fundraiser or Field Assistant by January 23.
Please note: applications will be accepted until the position will be filled.
Only short listed candidates will be contacted and invited for an interview

STATSTAFF NURSES, PC

We are Nursing Agency in the USA, currently seeking

Registered Nurses to live and work in the United States.

To qualify you must meet the following requirements:

- ✓ Be a professional nurse graduate
- ✓ Have at least 2 years of experience
- ✓ Read Write and Speak Fluent English

Contact our office by calling (630) 759-6833, or by email: statnursestaff@sbcglobal.net, or write to
STATSTAFF NURSES, PC 460 Rebecca lane Bolingbrook, Illinois 60440 USA

The World Bank Regional Office in Kiev is seeking a BANKING AND FINANCIAL SECTOR CONSULTANT

Objective of the position: to assist the World Bank Financial Sector Team in Ukraine in project development and supervision

A qualified professional is required to have:

- Professional experience of at least 5 years in banking and financial sector of Ukraine;
- Higher education (University Degree), preferably MBA Degree in Banking and Finance;
- Good computer skills (Word, Excel, Power Point etc.);
- Good analytical, communication and leadership skills;
- Fluent English and Ukrainian languages;
- Understanding of financial sector reform agenda in transition economies and working experience with international projects in banking and finance.

Application should consist of a full CV with contact information, copies of educational degrees and three references.

Please send your application by January 20, 2004
2, Lysenko Street, Kiev, Ukraine or ukraine@worldbank.org

Leading European Publishing House

is looking for

a CHIEF ACCOUNTANT

Requirements:

- 3+ years of professional experience as Chief Accountant
- Good knowledge of Ukrainian tax legislation & GAAP principles
- Good knowledge of 1S system
- Fluent English

Desirable:

Previous experience at western company and knowledge of publishing business

Please send detailed resume with cover letter including salary requirements to:
acc_publisher@yahoo.com



DEVELOPMENT ALTERNATIVES, INC. an international consulting firm implementing the USAID-funded BIZPRO project, is currently seeking qualified candidates for the position of



TRAINING SPECIALIST

Required Qualifications:

- Experience designing, implementing and evaluating interactive training;
- Training-of-Trainers (ToT) experience;
- Experience facilitating meetings to gather ideas and reach consensus;
- Project planning experience;
- Office computer skills (Word, Power Point, etc.)

Desired Qualifications:

- Economics or legal background (work and/or education);
- Experience organizing and running focus groups;
- Working knowledge of English

Qualified candidates are requested to submit their resumes by **January 15th, 2004** by fax: 568 59 39 or via e-mail: jobs@dai.kiev.ua

In the subject of your e-mail or fax please indicate the name of the position you are applying for.

NO TELEPHONE INQUIRIES WILL BE ACCEPTED

Beruk Splicing Llc -

Beregovo is member of the Belgian "Decospan Group of Companies" and active in the innovatory and creatively process of veneer wood.



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Your function:

After a period of thorough training, you will become responsible for the prospect and sales of jointed veneer wood en veneered boards in Ukraine.

As main responsible, you will put the sales activities on the right road and will be responsible for desired standards and deadlines. Your will have to report to the Operations Director in Belgium, who is responsible for production in Ukraine.

Profile:

You received a higher, commercial-oriented education,
A good basic knowledge of the English language...
A jovial and flexible personality,
Have good communication skills + independence,
Dynamical and ambitious,
Teamplyer
A few years of experience in a similar function in an industrial environment is an advantage.

Our offer:

A professional education,
A fascinating job with possibility of self-development.
Appreciation for your dedication and realizations,
A remuneration package related to your added value

If you are interested in previous-mentioned profile, please send your hand-written application letter to:

BERUK SPLICING LLC, B. Khmelnytsky
Str. 112 in 90200 BEREHOVO, UKRAINE
Tel. : 8-03141-241 71

beruksplicing@bereg.net.ua
At the attention of Mr. Jos Duriau
Our website from Decospan Belgium www.decospan.be

United States Agency for International Development Mission for Belarus, Moldova, Ukraine located in Kiev, Ukraine is seeking qualified candidates for:

USAID FSN Project Management Specialist, FSN 11

Deadline for receipt of applications is COB Friday, January 16, 2004 in the office noted below.

This FSN PSC serves as the Project Management Specialist for this Regional USAID Mission working out of Kiev, Ukraine. The Project Management Specialist is responsible for the implementation, monitoring, guidance and information support in the area of Democracy. The Project Management Specialist will participate in the conceptualization, planning, managing, budgeting and evaluation of select democracy activities in support of the Mission's Democracy Strategies in Ukraine.

MINIMUM QUALIFICATIONS REQUIREMENTS:

Citizenship:

Ukrainian
Education: Possession of a University degree in areas related to social and/or political sciences.

Experience: Minimum 5 years of experience in areas directly impacting on development of democratization and election-related activities.

Language: Level IV English ability (fluent) plus Russian and Ukrainian.

Knowledge: A thorough knowledge of Ukraine's political, economic, social and cultural environment. A deep understanding of election processes in Ukraine. Substantial technical knowledge of Ukrainian government institutions.

Skills: Ability to analyze complex political, social and economic issues and to provide such analyses effectively and professionally both orally and in writing. Have strong interpersonal skills.

Eligible applicants shall submit completed optional Form OF-612, resume and 3 references including full name, telephone number and address by above closing date.

The form OF-162 is located on the USAID Agency website: www.usaid.gov, click on USAID Forms.

For more information or for a complete copy of the job announcement 009-2003, please contact the USAID/Kiev. Completed and signed application can be sent by mail or dropped off in person at the Personnel Office of the USAID Regional Executive Office, 19 Nizhny Val Street, Kiev 04071, Ukraine, ref. 009-2003. They can also be sent to REXO/PER by fax to 462-5834 attention announcement 009-2003.

FOCUS ON YOUR CORE BUSINESS, LET US DO THE REST!

BRAIN SOURCE INTERNATIONAL

We select the best. We need:

➔ MARKETING DIRECTOR

Requirements: 5 years + experience in western and local companies, MBA(Management/Marketing), strategic marketing, proven successful projects, branding, promotion, outstanding managerial skills, fluent English.
Please, send your CV to ay@brain-source.com

➔ SALES AND MARKETING MANAGER

Requirements: 4 years + experience in western companies (FMCG,logistic services), proven sales records, excellent knowledge of marketing and logistics, excellent managerial skills, fluent English.
Please, send your CV to ay@brain-source.com

➔ AFTER SALES MANAGER

(Meat-, fish-, poultry-processing equipment trading company)

Requirements: Male, 25-40 y.o., Technical university degree (Major part in electronics with good understanding of mechanics); 3+ years of experience in the field of Service, good skills in supervising a team up to 8 persons; German (preferably) or English is a must.
Please, send your CV to vd@brain-source.com

➔ SALES MANAGER

(Meat-, fish-, poultry-processing equipment trading company)

Male, 25-35 y.o., Technical university degree (Engineering etc.); 3 + years experience in the field of Sales; German (preferably) or English is a must.
Please, send your CV to vd@brain-source.com

«Brain Source International Ltd»

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www.brain-source.com



ProCredit Bank is one of the leading banks for small and medium enterprises in Ukraine. The Bank belongs to an international network of 16 banks. Our shareholders are international financial institutes.
Due to the successful development of our business we are looking for:

PR MANAGER in Marketing Department

Main task: manager marketing projects with more focus on PR

Requirements to candidates:

- Deep marketing knowledge
- Experience in PR
- Excellent communication and presentation skills
- Excellent written and oral Ukrainian and English
- Project management

Personality:

- Creative
- Proactive
- Fast, effective and efficient
- Team-worker
- Ability to work under time pressure

SENIOR AUDITOR in Internal Audit Department

Requirements to candidates:

- Diploma in accounting/audit/economics
- Fluent English
- At least 2 years audit experience (preferable in Big
- Banking knowledge
- Strong leadership skills
- ACCA member/student is a plus (or similar qualification)

ProCredit Bank is a young bank with highly qualified national and international experts. These positions offer the right candidates an opportunity to work in a dynamic, experienced and professional team.

Please send your CV to email: staff@procreditbank.com.ua, fax (044) 490-60-81
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KYIV POST
EDUCATION SECTION



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for internationally recognised

Cambridge Examinations in English for Speakers of Other Languages(ESOL)

First Certificate in English (FCE) Certificate in Advanced English (CAE)

which will take place on **13 & 14 March 2004**

Registration will take place at the British Council, Ukraine from **13 January till 27 January 2004**

For further information, please contact: Office hours (Monday – Friday): 09.00 - 17.30
British Council
4/12 Hryhoriya Skovorody St. (metro "Kontraktova Ploshcha")
04070 Kyiv
T:(044) 490-5600/01
F:(044) 490-5602/05
exams@britishcouncil.org.ua
Finance unit opening hours (Monday – Friday):
13 January – 15 January: 11.00 - 13.00; 14.00 - 19.00
16 January – 27 January: 10.00 - 13.00; 14.00 - 16.00