

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 Vladimir Kharitonenko.

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: volodya@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, Triokhsviatitelska St. 3
to drop off your CV. Tel: 228-4010

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

A leading company announces a vacancy for

A PR MANAGER.

A candidate shall undertake responsibility for:

- development and implementation of corporate strategy in PR (prior directions: consumers, business partners, investors and suppliers, company's executives)
- building up a positive image of the company and its products
- promotion of company's brands and products
- development of company's internal PR program
- speech writing for top management of the company, PR and advertising materials
- working as a press secretary of the company and its top management.

Requirements:

- higher education in a field of PR technologies, marketing, journalism, philology
- at least two year experience of working as a PR manager
- high communicativeness and advanced group communication skills
- ability to efficiently work in informative vacuum
- creativity and non-standard way of thinking
- ability to affect, motivate and convince people around
- being ready for business trips
- excellent English

Tel.: **8-056-370-94-17**

Fax.: **8-0562-366-111**

e-mail: staff@alco.dp.ua

Latvian national airline AIR BALTIC CORPORATION, based in Riga, is a joint stock company founded in 1995. The main shareholders are the Latvian government - 52.6 % and Scandinavian Airlines - 47.2 %. Currently airBaltic operates flights to Amsterdam, Berlin, Brussels, Copenhagen, Hamburg, Helsinki, Kiev, Minsk, Moscow, Prague, Stockholm, Tallinn, Vienna, Vilnius and Warsaw.

Air Baltic announces vacancies of FLIGHT DECK CREW

Our basic requirements are:

- Commercial Pilot License (with ATPL theory) or Airline Transport Pilot license
- Class I aviation medical certificate
- Good knowledge of English language

The successful candidates should be self-motivated, committed to the highest standards of safety and responsibility and willing to work in Riga, Latvia

We offer:

- Interesting job in growing international company
- Competitive remuneration package

To join our exciting and fast growing company, please send your CV and motivation letter by January 31, 2004

Air Baltic Corporation
01030, Bogdana Khmel'nitskogo, 52
Kiev, Ukraine
fax: +380 44 238 62 71
e-mail: vp@airbaltic.com.ua



Tel.: (044) 228-7103, 228-7444; Fax 228-2059 (24 hours); E-mail: info@powerpact.com.ua

- ◆ **Sales Managers** (audio/video, home appliances, room air conditioners, printers, Note PCs, Western company experience)
- ◆ **Marketing Manager** (audio/video, ATL/BTL, experience with Western company)
- ◆ **Product Marketing and Sales Manager** (GSM/Telecom sales experience)
- ◆ **Technical Support Manager** (GSM/Telecom sales experience)
- ◆ **Head of Law Department** (Corporate Law)
- ◆ **Sales Manager** (automobile industry, transport and industrial lubricants)
- ◆ **Finance Manager** (budgeting, analysis, forecasting, controlling)

For all vacancies English is a must

Hot vacancies at: www.powerpact.com.ua

RECRUITMENT
PERSONNEL AUDIT
ASSESSMENT/
DEVELOPMENT
CENTERS
OUTSTAFFING
STAFF LEASING
OUTPLACEMENT



**WE SEARCH – YOU WIN.
WE ARE SEARCHING FOR:**

General Manager (code BV 1981)

A well-known multinational automotive company

Technical University degree, 3+ years significant experience of successful management on a position of General Manager within a company working in the sphere of automotive, machinery, industrial machinery. Extensive strategic thinking and skills, knowledge of sales, marketing, finance, legislation, and excellent organizational, communicative and interpersonal skills.

Wholesale Director (code BV 2043)

A well-known multinational automotive company

University degree, 3+ years experience in managing dealers sales within a famous foreign company (automotive, machinery, industrial machinery); knowledge of marketing, logistics; excellent managerial and communicative skills.

Corporate Lawyer (code EG 2047)

A famous multinational FMCG company

University degree (Law), 3+ years experience as Corporate Lawyer in foreign company, profound knowledge of business, contract and labor law, company protection in courts.

Fluent English is a must for all positions.

When sending your CV, please, indicate the vacancy code and name in the subject field of your message.

Our customers offer interesting work and competitive salary.

All applications will be handled in strict confidence.

RECRUITING AGENCY PERSONNEL

Tel. 461 79 72 (serial), E-mail: cv@personnel.kiev.ua

The International Committee of the Red Cross (ICRC) Regional Delegation in Kiev which carries out its activities in Ukraine, Belarus and Moldova is currently seeking experienced specialists to fill in two positions: Communication Officer and Legal Adviser/Program Manager.

LEGAL ADVISER/PROGRAM MANAGER should be in possession of a law degree. He/she will be responsible for working with representatives of governments and academic circles on implementation of international humanitarian law in countries covered by the Regional Delegation.

Key Duties and Responsibilities:

- Manage programs on implementation of international humanitarian law (IHL) treaties in national legislation and integration of IHL in curricula of higher educational establishments
- Provide legal expertise and assistance for ICRC partners in governments and academic circles on IHL implementation, help ICRC partners to organise events, like conferences, round tables, courses
- Maintain contacts with representatives of governments and academic circles, as well as relevant IOs and NGOs

COMMUNICATION OFFICER will be responsible for working with the mass media, writing reports and doing situation analysis. He/she will support the ICRC Kiev programs in dissemination and implementation of international humanitarian law in countries covered by the Regional Delegation.

Key Duties and Responsibilities:

- Establish and maintain contacts with the mass media representatives
- Organise press-conferences and exhibitions, produce press-releases, newsletters, fact sheets and short information for the mass media and the ICRC partners in governments, Red Cross National Societies and other organisations
- Write news and stories about ICRC activities for the ICRC Russian language web site
- Translate for the Head of Delegation articles about ICRC activities and relevant politico-humanitarian information when requested

Deadline for submission of applications: **February 6, 2004**

Submit your applications to: ICRC Kiev Administrator
e-mail: kyiv.kyi@icrc.org
fax: 235 45 96



BUSINESS LINK

Training and Coordination
Center

is looking for

NATIVE SPEAKING ENGLISH TEACHERS (part-time)

HEAD TEACHER
(Ukrainian teacher of English with minimum 10 years experience)

BUSINESS TRAINER
(Ukrainian teacher of English experienced in teaching groups)

qualified teachers please send your applications to our e-mail: office@businesslink.kiev.ua or contact us on **494-2080**

HR Director

Position Description:

This person is responsible for overall HR strategy and its results. He/she will be actively developing company's human capital to achieve business goals. This includes, but is not limited to strategic as well as hands on recruiting, employee relations, employment law, staffing strategies, group and individual training, performance, evaluation and coaching.

Qualifications/ Skills required:

- higher education;
- fluent English is a major advantage;
- 3 years experience as a HR generalist preferably gained within an international organization;
- a thorough knowledge of labor and employment regulations and practices;
- training and development skills;
- management and interpersonal skills;
- effective communication and coaching skills;
- strong leadership skills;
- strong planning and organizational skills.

The Company:

International Company with 500+ employees working in Ukraine.

Send your resume to: maria@emakler.ru



**m.i.p. Ukraine HR
Consultancy offers
prestigious career
opportunities**

TECHNICAL CONSULTANT

High technical education, 2+ years of experience in technical consulting, experience in client servicing and sales, fluency in English, preferably young male

AGRONOMIST

High agricultural education, experience in agriculture and grain growing, sowing methods knowledge, fluency in English, preferably male

CHIEF EDITOR

Knowledge of telecommunications and IT technologies

All positions offer excellent remuneration packages.
To apply please e-mail:
hrc@mip.kiev.ua

New real estate developer (retail, commercial and residential sectors) has the following openings:

LAWYER/LEGAL ADVISOR

HR MANAGER

ARCHITECT

All candidates must have minimum 3 years of working experience (preferably in real estate development company), relevant education, ready to prioritize tasks and meet deadlines. English is a big asset.

Please, send your CV and recommendations by fax **(044)230-9295, 235-4531** or email mdyachuk@yahoo.com

Das Unternehmen sucht:

Stelle	Mindestanforderungen
Assistentin der Einkaufsabteilung	Sehr gutes Deutsch, MS Office, Alter bis 30 Jahre, motiviert, engagiert, verantwortungsvoll

Wir bieten Ihnen eine entsprechende Ausbildung und Entwicklungsmöglichkeiten.

Wenn Sie an dieser Position interessiert sind und über **sehr gute Deutschkenntnisse** verfügen, senden Sie bitte Ihre Bewerbungsunterlagen (Lebenslauf, Zeugniskopien)

an die Faxnummer: **8 044 490 24 99**

oder via E-Mail: billa@ua.billa.co.at



Personnel for Your success

Financial Director

Higher education (finance, economics), 3+ years of work experience in similar position in producing company. Preferably male. Age – up to 40.

E-mail your CV (code FM - 400)

Regional manager

Higher education, 2+ years work experience (in FMCG distribution), development and supervision of regional direct distribution chain in Central, Western, Northern and Southern Ukraine.

E-mail your CV (code RM-107)

Director of advertising sales

Higher education, successful work experience in advertising sales and media planning, managerial skills, successfully completed projects, English is preferable, age 30 to 40.

E-mail your CV (code GM - 232)

Social work director (international concern)

Higher education, work experience in similar position in western company, successful managerial experience, higher professional ambitions, readiness to move, fluent English, age - up to 40.

E-mail your CV (code SWD-323)

228 18 28

496 08 53

e-mail: office@bmr.com.ua

www.business-master.net

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

BRAIN SOURCE INTERNATIONAL

We select the best. We need:

Our client a top network advertising agency needs:

- TV MEDIA PLANNER
- TV MEDIA BUYER
- MEDIA MANAGER (OUTDOOR)
- MEDIA RESEARCHER
- MEDIA ANALYST

1-2 years of experience, English - a must.
Please send your cvs to ad@brain-source.com

→ CHIEF ACCOUNTANT/DEPUTY CHIEF ACCOUNTANT

Requirements: University Degree in Finance/Accounting; 3+y. as a Chief Accountant/Deputy Chief Accountant at company with 50+ people (trading or manufacturing); 5+ of total accounting experience; good knowledge of tax legislation; good knowledge of local and international accounting standards; practical experience of work with tax authorities; profound knowledge of English; knowledge of SAP is a big plus.
Please, send your CV to vd@brain-source.com

→ COST ACCOUNTANT

Requirements: University Degree in Finance/Accounting; 2+y. as a key accountant/cost accountant at company with 50+ people (preferably trading); profound knowledge of cost accounting; good knowledge of Income tax law; good command of English; knowledge of SAP is a big plus.
Please, send your CV to vd@brain-source.com

«Brain Source International Ltd»

Tel/Fax: (044) 531 98 84 Email: info.ukraine@brain-source.com
www.brain-source.com



HENKEL BAUTECHNIK (UKRAINE)
is looking for a Product Manager (male/female)

Main Tasks:	The Candidate:
<ul style="list-style-type: none"> → developing, implementation and controlling advertising campaigns in collaboration with Ad-agency; → adapting packaging and labels to Henkel standards; → developing layouts of catalogues and leaflets, POS materials in cooperation with Ad-agency in correspondence with Ukrainian standards; → preparing and running exhibitions; → other tasks which are part of product manager's responsibilities. 	<ul style="list-style-type: none"> → native Ukrainian or Russian; → 22-30 years old maximum, educated to University degree standard, preferably technical; → 2 year experience in a similar position; → computer skills (Windows 98, Excel, Power Point, WinWord); → The candidate will report to the Marketing Manager.

Please forward resumes to Mrs. Larysa Makarenko 03680, Kiev, Osvity, 4
Tel.: (0038-044) 490 51 20, 490 51 21
Fax: (0038-044) 245 32 13
e-mail: larysa@henkel.kiev.ua

A LEADING INTERNATIONAL GERMAN LAW FIRM

is currently seeking for its new office in Kyiv:

Lawyers and Paralegals

The ideal candidates for these positions will have relevant higher education degrees, proficiency in German and/or English (preferably both), solid work experience in commercial/corporate/tax law, preferably at a western or international Ukrainian firm.

Legal secretaries

Secretarial experience at an international firm, proficiency in both English and German (for translations), complete computer literacy (MS-Office), excellent organizational and communication skills.

Accountant

Please direct all inquiries and CVs, including desired salary, via email to office.kyiv@bblaw.ru or fax to +49-211-51-89-89-132, +7-812-327-7637. Please indicate KYIV / [position name] in your messages.

EINE FÜHRENDE DEUTSCHE INTERNATIONALE KANZLEI

sucht für das in Kiew zu eröffnende Büro folgende Mitarbeiter:

Juristen und Anwaltsassistenten

Geeignete Kandidaten verfügen über die entsprechende Hochschulausbildung, gute deutsche und/oder englische Sprachkenntnisse (möglichst beide), Arbeitserfahrung im Wirtschafts-/Gesellschafts-/Steuerrecht, bevorzugt bei einer westeuropäischen oder internationalen ukrainischen Kanzlei / Unternehmen.

Sekretärinnen

Arbeitserfahrungen in einer internationalen Firma, sehr gute Kenntnisse der deutschen und/oder englischen Sprache (da zugleich Übersetzungstätigkeiten zu übernehmen sind), Kommunikationstalent, IT-Kenntnisse (MS-Office).

Buchhalterin

Bitte senden Sie Ihre Anfragen, Lebensläufe und Gehaltsvorstellungen per eMail an office.kyiv@bblaw.ru oder per Fax an: +49-211-51-89-89-132, +7-812-327-7637. Bitte "KYIV / [Position]" auf der Bewerbung angeben.



RENAULT

Bureau de Représentation
Recherche

CHEF PRODUIT

- expérience marketing
- bonne maîtrise de l'outil informatique (MS Office)
- expérience automobile appréciée

Merci d'envoyer votre CV

par fax: 8 (044) 490-28-86

ou par e-mail: lecia.chiganska@renault.com

Raben

СПЕЦІАЛІСТ ПО МІЖНАРОДНИМ ПЕРЕВЕЗЕННЯМ

Вимоги:

- Знання та досвід в галузі організації міжнародних автомобільних перевезень і митного обслуговування
- Досвід у встановленні і підтримці позитивних контактів з Клієнтами
- Знання англійської мови

Пропонуємо:

- Роботу в поважній іноземній компанії, що займається міжнародними перевезеннями
- Добру оплату в залежності від результатів праці

Рабен Україна

факс (044) 494 37 35, тел 494 37 33,4
ukraine.info@raben.com.pl
www.raben-group.com

Amway Corporation, international direct selling company is looking for

INVENTORY / IMPORT / EXPORT CO-ORDINATOR

The successful candidate will:

- have 3 + years work experience in inventory management area - multinational company is advantage; have a very good knowledge of Ukrainian customs regulations; have an excellent knowledge of inventory management;
- have excellent computer skills (knowledge of Microsoft Office is a must)
- have very good knowledge of English
- have ability to work alone and as team member, be responsible, precise, flexible, well organized and open minded

Purpose of the position is to:

manage company inventory at the level which assures continuous sales; update inventory in the computer inventory database; control inventory; coordinate and realize import / export; cooperate with Custom Agencies and spedition companies; control correct and consistent with the Ukrainian legislation export/import custom clearance.

DEPARTMENT STORE SUPERVISOR / CHIEF CASHIER

The successful candidate will:

- have 3 + years work experience in supervising store - multinational company is advantage; have excellent knowledge of cash handling, inventory handling; have excellent customer service skills and understanding of customer service importance
- have excellent abilities to manage people, to lead team, to create team work; have great organizational, leadership and communication skills; have no problem to work at cashier, or any other positions in the shop if needed
- have a good knowledge of English; have good knowledge of Microsoft Office.

Purpose of the position is to:

assure the effective, efficient and compatible with the Ukrainian legal requirement functioning of the Product Selection Center to achieve Amway Ukraine goals and secure Amway Ukraine interest.

We offer you work in one of the biggest direct selling company in the world, stimulating work environment with access to latest technologies, competitive work conditions and remuneration.

Please send us your motivation letter and CV at the following e-mail address: infoua@amway.com or by fax in Kiev 494-44-44.

A leading company specializing in production and distribution of alcohol drinks and beverages announces a vacancy for

A COGNAC BRAND MANAGER AND A WINE BRAND MANAGER.

A candidate shall have exceptional leadership, strategic thinking, non-standard ways and methods of implementing the project.

It is obligatory to have a particular experience in successful new-product developing and marketing as well as working in big companies.

Such personal features as corporate spirit, wide mental outlook, erudition, sense of humor, ability to understand and anticipate demands and intentions of consumers are essential and widely welcomed.

Tel.: 8-056-370-94-17

Fax.: 8-0562-366-111

e-mail: staff@alco.dp.ua



International non-profit organisation 'AIDS Foundation East-West' (AFEW)

seeks for its Ukraine country office responsible for projects in Ukraine, Moldova, Belarus and the Baltic States:

DEPUTY HEAD OF MISSION

- to assist the Head of Mission in operational and financial management, fundraising, strategic planning and official representation of AFEW;
- to contribute to policy development as an active member of the management team;
- to act as Deputy to the Head of Mission in his/her absence in specified areas.

Requirements:

- Higher education, preferably in public health and/or medical training;
- Affinity with social science and practice among vulnerable groups;
- At least 5 years experience in project management (+ budget holding) and/or organisational development and/or operational management, preferably in resource poor settings;
- Fluency in written and spoken English and Russian, any other language of the target region is an asset;
- Strong communication, management, presentation and negotiation skills, familiarity with the NIS context.

MEDIA CAMPAIGNS PROJECT CO-ORDINATOR

- to co-ordinate and manage development, implementation and evaluation of mass media campaigns in Ukraine;
- to promote mass media campaigns as a tool for effective HIV prevention and de-stigmatisation of people living with HIV/AIDS.

Requirements:

- Knowledge and experience in the field of mass communication and mass media, and/or in the field of marketing/PR;
- Experience with program management;
- Experience with budget holding, financial management, management of staff;
- University or higher vocational training;
- Fluency in written and spoken English and Russian;
- Strong communication, management, presentation and networking skills, familiarity with the NIS context.

For more information, please visit our website: www.afew.org. Eligible applicants shall submit a resume and cover letter in English to Ms. Anja K. Teltschik, Head of Mission: anja_teltschik@afew.org by February 2, 2004.

AIR TICKET SALES MANAGER

Responsibilities:

Booking, writing and sale procedure of all kind of regular and charter tickets, preparation sale reports.

Requirements:

- Age 25 to 40.
- Amadeus certificate
- IATA Diploma is preferable
- 2+ of work experiences in similar field
- Decent knowledge of Interline and SPA tariffs
- Higher education
- English
- Good typing skills

Contact: (044) 206-64-64 (Pbx)

E-mail: ticketing@turtess.com.ua

Johnson & Johnson

is looking for

ACCOUNTANT

- excellent (fluently) English;
- knowledge of GAAP is desirable;
- good computer skills;
- good analytical skills;

High salary, professional education, medical insurance

e-mail hr_ethicon@jnru.jnj.com

Growing American-Ukrainian JV based in Kiev working in hi-tech manufacturing is looking for

FINANCIAL DIRECTOR

Requirements:

- 3+ years of professional experience as Financial Director/Treasurer
- 3+ years of professional experience as Chief Accountant
- A thorough and expert level of knowledge and understanding of professional accounting principles, theories, practices and terminology
- principles and accepted procedures of US and Ukraine business accounting, budgeting and reporting
- Ukrainian tax legislation
- GAAP
- 1 C System Version 7,7
- Excellent command of English
- University graduate degree in accounting, budgeting or financial management.
- MBA is highly desired
- Age 30-45 years old
- Hardworking
- Team player

Please fax a detailed resume to: 206-40-04

VACANCY ANNOUNCEMENT

The United Nations Development Programme (UNDP) invites applications from highly qualified, energetic, proactive experienced Ukrainian and international professionals for within UNDP projects in Ukraine:

UNDP Agriculture for Human Development Programme:

Senior Strategic Area Manager

The UNDP Agriculture for Human Development Programme aims at the improvement of Ukrainian agrarian policy to meet the challenge of systematically and consistently developing the nation's agro industrial complex, stimulating growth in rural areas, thereby acting as a motor for the Ukrainian economy as a whole. To facilitate this main goal, the following objectives have been specifically identified:

- To support the Government Agrarian Policy Coordination Council as the central authority responsible for agro sector reform;
- To support decision making in the Cabinet of Ministers (KMU) of Ukraine and other authorities on issues relating to the function(s) of the Agro Industrial Complex (AIC);
- To support decision making in the Verkhovna Rada relating to the increase of economic growth in Ukraine;
- To facilitate development of private sector and citizen involvement in both the formulation and implementation of agrarian policy;
- To serve as a point of contact between, and to improve coordination among, the international donor community and Ukraine;
- To conduct and disseminate high quality policy research based on careful study of the spectrum of opinion existent in the field;
- To develop the human resources needed for effective policy analysis and implementation;
- To increase institutional capacity for policy analysis, coordination and implementation to increase effectiveness of government agencies in a market environment.

UNDP Chernobyl Recovery and Development Programme:

International Project Manager

The Chernobyl Recovery and Development Programme (CRDP) is a project of UNDP implementing in partnership with the Government of Ukraine and donor partners. It is focused on improving local living conditions in Chernobyl affected areas through community empowerment for socio economic recovery and development.

The mission of the UNDP Chernobyl Recovery and Development Programme is to assist the Government of Ukraine in mitigating the lasting consequences of Chernobyl by implementing the recommendations of a Strategy for Recovery. This involves both building the capacity of governmental institutions to lead national Chernobyl programmes and working at the community level to improve the capacity of local people to play an active role in development. CRDP works to promote Chernobyl recovery and development in three main areas: Policy Advice and Development, supporting policy and institutional change to promote effective recovery in affected areas.

Community Self governance and Development, supporting local people in affected communities organize into self governing community organizations dedicated to local efforts for social, economic and ecological recovery through participatory development.

Institutional Support Systems, enhancing the capacity of local social service institutions in the Chernobyl region to promote community based social, economic and ecological development.

The International Project Manager shall be responsible for the overall management of CRDP project activities, developing and implementing a results based work plan for the project that integrates parallel initiatives of multiple international donors. He/she shall be responsible for substantive, managerial and financial reports from the project. He/she will provide supervision for all CRDP staff in field stations and in the project management unit in Ukraine as well as guiding and supervising all policy based relations between the project and the Government of Ukraine.

UNDP Ukraine Governance Programme:

Programme Specialist in Local Government and Decentralization

The UNDP Ukraine Governance Programme is part of the UNDP systemic governance programme approach that envisages focus on two parts of the policy process: policy formulation and policy management. It aims at democratic reforms in policy processes by addressing the build up of a transparent and inclusive decision making. One of its goals is to enhance the system's public accountability and human rights in Ukraine.

Taking into account that UNDP's mandate, experience and expertise are strongest in the institutional aspects of human rights protection, UNDP in Ukraine will focus on the further development of the institutions that enforce political accountability and on the development of the infrastructure for the provision of independent legal advice and legal aid to citizens.

Programme of Assistance for the Prevention of Drug Abuse and Drug Trafficking in Ukraine, Moldova (BUMAD PROGRAMME):

Local Legal Expert

UNDP is implementing EU funded Programme of assistance for the prevention of drug abuse and drug trafficking in Belarus, Ukraine, Moldova (BUMAD Programme). The programme aims at harmonising drug law enforcement and operational techniques while fostering cooperation at the regional level. The BUMAD programme will reinforce drug control measures in Ukraine by creating a complete legislative basis for the development of regulatory mechanism of licit narcotics, precursors circulation (customs regulations, etc) and mutual cooperation between Ministry of internal affairs, State Security Service, Customs and other authorities, optimising procedures for internationally controlled deliveries, collection and sharing of drug intelligence, money laundering combating, international cooperation on these matters. These measures will strengthen capacities of Ukraine to combat drug trafficking and abuse.

One of the purposes of the programme is to reinforce and harmonise national legislative and regulatory frameworks. The BUMAD Programme proposes to provide support to the government of Ukraine to analyse, modify and further developing its legal framework in order to adjust it to EU, UN standards and international obligations. The Programme will facilitate organization and activity of the Task Force, consisting of the representatives of various national institutions (General Prosecutor's office, Ministry of Interior, Security Service, Customs, Cabinet of Ministers, and the Parliament). This support will strengthen capacities of Ukraine to combat drug trafficking and abuse.

We invite all those interested not to miss this opportunity and to submit your application. For details on the posts requirements, posts descriptions, as well as information on UNDP activities in Ukraine please visit our web site at www.un.kiev.ua

UNDP will use a transparent and competitive screening process, though will only consider those applicants in whom there is further interest. Applications from qualified women are encouraged.

UNDP Office in Ukraine
1, Klovskiy uzviz, Kiev 01021
e mail: vegorov@un.kiev.ua; fax: (8 044) 253 2607

Ukraine

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:

DEALER in Treasury Department

Primary Responsibilities:

- All kind of Treasury Operations
- Short term Liquidity management
- Financial reporting for NBU

Requirements to candidates:

- Minimum 1 year experience in all kind of Treasury Operations (F/X, MM, CASH and non trade operations etc)
- Minimum 1 year experience in assets liabilities management in bank with advanced branch network
- Strong knowledge of economic requirements by National Bank of Ukraine
- University Degree (MBA is preferred)
- Communications skills
- Fluent English

ProCredit Bank 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 staff@procreditbank.com fax: (044) 490 60 81
www.procreditbank.com.ua

Avis the largest and fastest expanding vehicle leasing & rental company in Ukraine, the Baltic countries and Belarus with a fleet of over 1500 vehicles. Avis Ukraine is a part of Avis worldwide, the biggest network in the world.

Expanding its activities Avis Ukraine seeks candidates for the new position of

SERVICE MANAGER

- Male 25 40 years old
- University Degree
- Experience in managing of car fleet or car service station minimum 1 year
- Excellent knowledge of car
- Excellent communication skills
- Driving license
- English as a plus

Applications should be submitted to Lilia Pochkun, BGS Employees L
Fax (044) 536 0859, 490 6824
or e mail: employees@bgs.com.ua

For further details Avis in Europe refer to: www.avis-europe.com or www.avis.com.ua



KIEVRIANTA THE DUTY FREE OPERATOR AT BORISPOL AIRPORT HAS THE FOLLOWING EMPLOYMENT OPPORTUNITY

SALESPERSON
Sales Experience
Basic PC Knowledge.
Fluent English required.
Presentable / Very good manner.
Responsible, Hard working, and Creative.

Please fax your CV in English to: natalia.rudovska@kievrianta.com.ua
or send it to our E mail box: natalia.rudovska@kievrianta.com.ua

Deadline for submissions of applications is January, the 31, 2004

Sales Manager
Male, looking for a position of a sales manager. Work experience in sales, excellent working capacity, PC skills. Honest, self motivated, hard working. Call Oleg at 8 067 0509, e mail: zimo.oleg@yandex.ru

Financial Management
Male, 30, 5 years exp. as financial director (8 years total in finance). ACCA (final stage) member. Production and trade companies. Financial and management accounting. Dealing with banks. Tax and cash monitoring, expenses optimization, cost calculation, financial analysis. Budgeting and financial plans. Corporate reporting. Fluent English, Ukrainian, Russian. Advanced PC skills. Drive license. Tel: 250 25 57. E mail: viadhome@ln.ua

Advertising/Finance
Male, 25, Higher Degree in Finance, Certificate, 3 years experience in western companies, is looking for a manager position in international organization. Please contact Yuri at (380 44) 244 4913 or via e-mail: arisona@bigmir.net

Business Assistant/Sales manager
Male, 35, University degree economic sciences. Good English, German, Polish languages. Knowledge of Ukrainian business. Huge traveling experience. English, German, Ukrainian driving licenses. Looking for full/part time job. Contacts: 8 067 257 4311, vdv@btinternet.com

Business Management
Lady, 25. Part/full time. English German. Please contact Svetlana at 8 067 905 5935 or felicity27@ukr.net

Business Management
Male, 32, experienced in business management ACCA member with solid Big 4 background, currently a Deputy of firm well known in the CIS with its brands, is looking for position of executive director to advance his carrier. For detailed resume please write to executivedirector@bigmir.net

Sale Manager/Account
Lady, Master of Administration in Economics, Marketing, fluent English; 5 years experience as Sales manager in multinational company; energetic and creative approach to work, 5 years driving experience. Looking for a position of Sales/Account/Brand manager. Tel.: +380 050 310 0568 Elena

Personal Assistant/Office Manager
Lady, 29. English, Russian, Ukrainian. Working experience with the United Nations team in Ukraine, foreign commercial companies, including work in the UK. PC skills, Professional Certificate in Management. Diploma of University in Linguistics. Tel.: 8 050 548 8448 Tanya

Personal Assistant
24, male, bachelors degree in management. Very good oral/written English. Basic German. Good PC user. Work experience as a receptionist, translator, sales manager. Looking for a full time job. Tel.: 264 5915, 8 067 903 7521 Alexey

Personal Assistant
Educated UF, 33, looking for position of PA/Manager, Secretary. Fluent English. Computer skills, record keeping. Diploma in linguistics & Accounting Courses, certificate. Please phone: 490 1135,36, 567 0332, 8 296 34254. Ask Alina

Miscellaneous
A personable lady with fluent English, basic French and a car is looking for a decent job.
Olga 8 050 330 3735

Driver
Meeting, seeing off, excursions. Basic English. High quality service offered, using a Lexus luxury car, exclusively represented in Ukraine, with leather interior and in excellent condition. Trust to a professional. 8 067 500 3223, 550 2997