

## 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](mailto: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](http://www.ukrjob.net) - FOR FREE!**

 <b>STAFF STANDARD</b>	For confidential consideration, please send your resume to <b>STAFF STANDARD</b> by fax 517-0859, 517-1463, by e-mail: <a href="mailto:stafstan@adamant.net">stafstan@adamant.net</a> or to Kyiv 02002, PO BOX 326. On the web: <a href="http://welcome.to/stafstan">http://welcome.to/stafstan</a>
<b>SALES DEVELOPMENT MANAGER</b>	- University Degree, fluent English, PC, 3-4 years of experience in sales analysis and development, management experience.
<b>HEAD OF LEGAL DEPARTMENT</b>	- Higher legal education, aged under 40, fluent English, 3+years of relevant work experience in foreign company.
<b>FINANCIAL CONTROLLER</b>	- University Degree in economics, aged under 35, fluent English, good PC skills, 2+years of work experience in finance and control (reputable in International company).
<b>INTERNAL AUDITOR (city Kharkov)</b>	- University degree in economics, aged under 35, good English, good knowledge of PC, 2+ years of relevant experience.
<b>Attractive compensation with opportunity to grow.</b>	

**Rodson Universal Inc**  
is looking for an experienced  
**IT professional**

**Requirements:**


- \* University degree in Computer Science
- \* 1+ relevant working experience
- \* Software and hardware maintenance
- \* Backup of critical applications and data
- \* Maintenance & updating of the corporate web site
- \* Effective spam filtering & cleaning
- \* Data & contacts network sharing solutions

**Skills:**

- \* Windows 2003 Server Small Business Edition
- \* Fluent English
- \* Microsoft Exchange 2003 Server
- \* Basic web and database design skills

Please fax your CV to [044] 234 74 77 or send email it to [kievoffice@rodson.com](mailto:kievoffice@rodson.com)

	
Tel.: (044) 228-7103, 228-7444; Fax 228-2059 (24 hours); E-mail: <a href="mailto:info@powerpact.com.ua">info@powerpact.com.ua</a>	
<ul style="list-style-type: none"> <li>◆ <b>Operational Manager</b> (FMCG, logistics, import-export operations)</li> <li>◆ <b>Theft Investigator/Material Loss Reduction Manager</b> (experience with law-enforcement structures)</li> <li>◆ <b>Finance Director</b> (Local and international financial standards, Western Ukraine)</li> <li>◆ <b>Head of Law Department</b> (Contract and Corporate Law, Eastern Ukraine)</li> <li>◆ <b>Major Sales Managers</b> (home appliances, audio/video, air conditioners, experience with Western company)</li> <li>◆ <b>Marketing Manager</b> (audio/video, leading international company, relevant experience is a must)</li> <li>◆ <b>Sales Engineer</b> (Industrial High/Low voltage equipment)</li> </ul>	<b>RECRUITMENT</b> <b>PERSONNEL AUDIT</b> <b>ASSESSMENT/</b> <b>DEVELOPMENT</b> <b>CENTERS</b> <b>OUTSTAFFING</b> <b>STAFF LEASING</b> <b>OUTPLACEMENT</b>
<b>For all vacancies English is a must</b>	
<b>Hot vacancies at: <a href="http://www.powerpact.com.ua">www.powerpact.com.ua</a></b>	

 International Air Transport Association is the trade association of the world's scheduled airlines, representing over 270 Member Airlines and providing a wide range of products and services to airlines, travel agencies and other partners in the air transport industry.

In order to meet the requirements of a rapidly changing environment, the Industry Distribution & Financial Services (IDFS) division is seeking to fill the following position in Kiev:

**IDFS Manager, Ukraine**

**Responsible for establishing and operating a fully functional IATA Settlement System (ISS) in Ukraine.**  
**The IDFS Manager should:**

- Act as the IATA representative in Ukraine and manage all aspects of the IDFS function;
- Maintain and build strong relationships with local business partners and promote IATA products and services;
- Manage and handle reconciliation of BSP accounts; Ensure appropriate follow-up action should any irregularities occur;
- Work with the Regional Office for Europe and the Regional Representative - Russia & CIS - to achieve optimal services and develop new, high quality, market-driven products and services;
- Provide management with timely financial and operational reports and other relevant information;

**Key attributes of the candidate will include:**

- University degree in Business Administration or a related discipline such as Economics and Finance;
- 8 to 10 years of experience in a similar environment with at least 3 years in the airline or travel industry;
- Strong Customer Service ethics, capable of working under pressure with good interpersonal and communication skills and an ability to work in a multicultural environment;
- Demonstrated leadership and management skills;
- Excellent PC skills and fluent in spoken and written English, Ukrainian & Russian.

**Candidates must possess and exhibit the following core IATA values:**  
Be people and team oriented, focused on results, embrace innovation and change, and demonstrate leadership and personal integrity.  
**In return we offer:**  
Competitive salary.  
Opportunity to work in an international environment.

Interested candidates who meet the above requirements are invited to submit an application with a **detailed curriculum vitae in English** by e-mail to: [gva-hr@iata.org](mailto:gva-hr@iata.org) no later than 29 February 2004.

*We thank all candidates for applying, but can only acknowledge those under consideration.*

 **TOEPFER INTERNATIONAL UKRAINE**

**"ALFRED C. TOEPFER INTERNATIONAL (UKRAINE) LTD."**  
is looking for:

**Financial Controller**

**Requirements:**

- ◆ Higher Education in Economy or Finance;
- ◆ 2-3 years' experience in Finance/Controlling/Reporting;
- ◆ Knowledge of current Ukrainian tax legislation and Ukrainian accounting standards;
- ◆ Knowledge of IAS and financial software is a plus;
- ◆ Fluent English;
- ◆ Working place - countryside of Ukraine (min. 2 years) with further career chance in Kiev;
- ◆ Salary - negotiable.

Please, send your CV in English with reference "Financial controller" either to e-mail address: [secretary@acti.kiev.ua](mailto:secretary@acti.kiev.ua) or by fax: **044/ 230 14 99**.

**Unites States Agency for International Development Mission for Belarus, Moldova, Ukraine located in Kiev, Ukraine**  
is Seeking Request For Quotations For

**SHORT-TERM CONTRACTOR'S SERVICES**

Deadline for receipt of proposals is COB *Friday, February 27, 2004* in the office noted below. The contractor will provide support in drafting, editing and refining the Project Approval Document related to women's entrepreneurship and women's job skills development in Ukraine. The contractor shall submit an electronic version of the above mentioned document in Microsoft Word format to the Mission for its acceptance. The estimated term of the contract is 4 weeks, starting o/a March 9, 2004.

**MINIMUM QUALIFICATIONS REQUIREMENTS:**

**Citizenship:** US citizen.  
**Education:** University degree in areas related to business and/or social sectors.  
**Experience:** At least 1 year of experience in drafting project documents and consulting experience in business development and/or social sectors. Former experience with the USAID-funded projects is highly desirable.  
**Knowledge:** Substantial knowledge of entrepreneurship development in Ukraine, in particular, women's entrepreneurship. Knowledge of vulnerable women's needs and issues of trafficking in persons.  
**Skills:** Ability to analyze economic issues and provide such analyses in writing. Strong interpersonal and communication skills.  
**Language:** Native English-speaker.

Eligible applicants shall submit a resume, a sample of a written paper or report, a cost-proposal and a completed and signed OF-612 by the above closing date. Applications can be sent by mail or dropped off in person at the Personnel Office of the USAID Regional Executive Office, 19 Nyzhny Val Street, Kiev 04071, Ukraine. They can also be sent to EXO/Personnel by fax, 462-5834, to the attention of the Personnel Office, reference **001-2004**. The form OF-612 is located on the USAID website: [www.usaid.gov](http://www.usaid.gov) (click on forms). A copy of the full statement of work for this recruitment is available from the Personnel Office.

 **SEFR: LOCAL BUDGET REFORM PROJECT**

Development Alternatives, Inc., through the USAID-funded SEFR: Local Budget Reform Project, is seeking a highly qualified **Budget Analyst** for Fiscal Analysis Group for the period of six months to provide impartial and high quality advice and analysis to the members of the Budget Committee and the State Building and Local Self-Government Committee of the Verkhovna Rada, to the Foundation for Local Self-Government of Ukraine, the Association of Ukrainian Cities and Communities in the area of local budget formulation and inter-governmental transfers.

**Key qualifications:**

- University degree with specialization in public finance/budgeting;
- In-depth knowledge of and practical skills in budgeting at local level;
- At least three years of significant, related work experience;
- Computer literacy, and
- Fluency in Ukrainian, Russian and English.

Qualified candidates should send an electronic CV to [sefr@dai.com](mailto:sefr@dai.com) by **March 5, 2004**

Applications will be accepted until the position is filled

 **EUROPEAN UNION DELEGATION OF THE EUROPEAN COMMISSION TO UKRAINE**

The Delegation of the European Commission to Ukraine, Moldova and Belarus is currently seeking to recruit for the following positions:

- **Senior Financial Assistant**
- **Secretary**

For further information about these and other current vacancies at the Delegation of the European Commission to Ukraine, Moldova and Belarus, please consult the website: [www.delukr.cec.eu.int/en](http://www.delukr.cec.eu.int/en)

 **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)

**SALES MANAGER**

please send your applications to our e-mail: [office@businesslink.kiev.ua](mailto:office@businesslink.kiev.ua) or contact us on **494-2080**


Future Enterprises Pte Ltd (rep.office, Kiev) is offering bright career opportunities for hard-working and energetic individual, who will fit to the full-time position of

**FINANCIAL MANAGER**

Dynamic and highly competitive candidate should meet the following requirements:

- educational background in accounting and finance, preferably CA
- three or more years of accounting experience in FMCG companies
- deep knowledge of local and international accounting systems
- fluent English and Ukrainian
- strong analytical, problem solving and communication skills
- proficiency in Microsoft Office and accounting software

**Please send your CV in English to [info@maccoffee.com.ua](mailto:info@maccoffee.com.ua)**

 **BUSINESS-MASTER RECRUITING**

Personnel for Your success

**Sales and Marketing Manager**  
University degree, successful experience in foreign company, understanding of direct selling methods, analytical skills, charismatic leader, fluent English, age 30 to 45.  
E-mail your CV (code SD-859)

**Operation Manager**  
University degree, successful experience in foreign company (FMCG), logistics operations, export/import operations, fluent English, age 30 to 40.  
E-mail your CV (code OPM-760)

**HR Manager (international concern)**  
University degree, successful experience in HR department in foreign company, knowledge of all tasks in the field of HR management, readiness to move. Fluent English, age 25-40.  
E-mail your CV (code HR-322)

**Personal Assistant**  
University degree, 1+ years experience in similar position, excellent written and spoken English, Ukrainian, Russian, excellent interpersonal and communication skills, PC, age 25 to 35.  
E-mail your CV (code PA-205)

228 18 28  
496 08 53  
e-mail: [office@bmr.com.ua](mailto:office@bmr.com.ua)  
[www.business-master.net](http://www.business-master.net)



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LET'S MAKE IT TOGETHER!

Recruiting agency «RMS-Ukraine» 537-37-27 www.rms.kiev.ua; recruiting@rms.kiev.ua

AGS WORLDWIDE MOVERS

Is looking for a:

SALES MANAGER

Requirements:

Fluent English or German; University degree (business, marketing or economics); Experience in Sales; Age: between 23 and 30; PC Skills; Driver's license.

Please send your CV by e-mail: agskiev@ags.kiev.ua

USAID Mission for Ukraine, Belarus and Moldova, located in Kiev, Ukraine is seeking candidates for:

USAID FSN PCS ACQUISITION SPECIALIST, FSN 11

Deadline for receipt of applications is COB Friday, February 27, 2004 in the office noted below. This FSNPCS serves as an Acquisition Specialist for the USAID Regional Mission working out of Kiev, Ukraine. The Acquisition Specialist is responsible for providing acquisition and assistance support to one or more Strategic Objective (SO) teams in the three countries. Responsibilities include the full range of acquisition and assistance support, from procurement planning through the award process, administration, performance monitoring and finally closeout. The incumbent reports directly to one of the two USDH Regional Contracting Officers. Eligible applicants shall submit completed optional Form OF-612, resume and 3 references including full name, telephone number and address by the above closing date. The form OF-612 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 002-2004, please contact the USAID/Kiev office below. Completed and signed applications 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. 002-2004. They can be also be sent to REXO/PER by fax to 462-5834 attention announcement 002-2004.

Table with 3 columns and 4 rows of job listings. Columns: Business Management, Advertising/Finance, Engineering, Logistics, Business/Management, IT/System Administrator, Management, Marketing/Sales, Driver, Business Management/Sales, Engineering/Management, Interpreter. Each listing includes a 'MINI RESUME' and contact information.

WESTERN STANDARD OFFICES FOR RENT

940 m² • PODIL • FOUR STOREYED BUILDING • AIR-CONDITIONING • COMPUTER NETWORK • PARKING • \$25/sqm per month (including VAT)

770 m² • PODIL • FOUR STOREYED BUILDING • AIR-CONDITIONING • COMPUTER NETWORK • PARKING • \$25/sqm per month (including VAT)

380 m² • BASSEYNA ST. • AIR-CONDITIONING • OPEN SPACE • COMPUTER NETWORK • SECURITY • \$25/sqm per month

176 m² • CHERVONOARMYSKA ST. • OFFICE CENTRE • 1st FLOOR • 5 TEL. LINES • PARKING • COMPUTER NETWORK • \$23/sqm per month (including VAT)

130 m² • GORKOHO ST. • 2nd FLOOR • AIR-CONDITIONING • 5 TEL. LINES • COMPUTER NETWORK • \$25/sqm per month

80 m² • BOHOMOLTA ST. • 1st FLOOR • EURORENOVATED • COMPUTER NETWORK • \$2000 per month

FROM 75 m² • BOZHENKO ST. • OFFICE CENTRE • 2nd FLOOR • COMPUTER NETWORK • \$18/sqm per month

75 m² • SHOYKOVICHNA ST. • 1st FLOOR • 2 TEL. LINES • AIR-CONDITIONING • FIRE ALARM AND SECURITY SYSTEM • COMPUTER NETWORK • \$2,000/per month

OFFICES AND APARTMENTS FOR SALE

PECHERSK 13, STARONAVODNYTSKA ST. «VOLNA»