

## 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 <b>517-0859, 517-1463</b> , by e-mail: <a href="mailto:stafstan@adamant.net">stafstan@adamant.net</a> or to Kyiv 02002, PO BOX 326. !!! Welcome to our new site <a href="http://www.stafstan.com">www.stafstan.com</a> !!!
<b>INTEGRATED PLANNING MANAGER (International Production Company)</b>	- High Technical Education, male/female aged under 40, fluent English, good PC skills (Excel, MS-Access and Power Point), 5+years of experience in Operations..	
<b>INTERNAL AUDITOR (Multinational FMCG Company)</b>	- University Degree in economics, male/female aged under 35, good English, good PC skills, (SAP), 2+years of relevant experience.	
<b>PR MANAGER (Multinational FMCG Company)</b>	- University Degree, male/female aged under 30, fluent English, Russian, Ukrainian, 2+years of work experience.	
<b>LAWYER (Central region) (Western Production Company)</b>	- University Degree in Law, male/female aged under 35, good English, 3+years of work experience.	

Kernel Group, a leading trader and producer in the grain and sunflower seed oil business, is currently seeking a qualified candidate for the position of Assistant to the

### HEAD OF THE CREDIT DEPARTMENT

#### Requirements:

- University degree in economics, accounting or finance
- Fluent English, spoken and written
- Minimum 3 years experience in trade finance operations with a leading bank in Kiev, preferably foreign
- Capacity to work independently

#### Responsibilities: the successful candidate shall assist and eventually be in charge of:

- Follow-up and development of existing credit lines with international banks based in Kiev and abroad;
- Developing, negotiating, structuring and implementing new trade finance and capital expenditure lines with banks in and outside Ukraine.

Please send you CV (1 page max) and application to the attention of Natalia Khvostova, email address: [natasha@kernel.com.ua](mailto:natasha@kernel.com.ua)

Western consulting company announces an opening for positions of

### MARKETING MANAGER

responsible for development, implementation and application of the marketing strategy

#### QUALIFICATION'S SUMMARY:

- Extensive knowledge and experience of media and marketing business
- Experience in Marketing
- Excellent communication and presentation skills
- Excellent written and oral English
- Project management

### IT-СПЕЦІАЛІСТ

#### ВИМОГИ ДО КАНДИДАТІВ:

- Відмінні знання MS SQL Server 7.0 (Transact SQL), досвід адміністрування та розробки
- VB
- VBA для Word, Excel, Access
- Crystal Reports
- Вміння працювати з користувачами за телефоном
- Готовність до відряджень

Резюме просимо надсилати в форматі RTF (інші формати розглядатися не будуть) з позначкою посади та свого прізвища до **31 березня 2004 року**  
E-mail: [yakancy@umpl.com.ua](mailto:yakancy@umpl.com.ua)

Western Pharmaceutical Development Company is looking for professional experienced female candidates to fill the position of

### PROJECT ASSISTANT

#### We require:

- Excellent English (!), both spoken and written
- Degree in Philology (English, majoring in interpretation/translation)
- Native Ukrainian and Russian
- Desire and ability to work hard under pressure
- Previous experience as a secretary at a Western company is a plus

#### We offer:

- Extensive training
- Competitive salary
- Excellent working conditions
- Prospects for career growth

Please fax your CV in English to **(044) 201 4449** or e-mail it to [job@psi.ru](mailto:job@psi.ru).

### ALICO AIG Life

ЗАТ Американська Компанія Страхування Життя АІГ Життя. Одна з найбільших іноземних компаній зі Страхування Життя в Україні, яка входить до American International Group, Inc. (AIG) - світового лідера в галузі страхування та фінансових послуг - шукає кандидатів на такі вакантні посади у місті Києві:

#### МЕНЕДЖЕР З ПРОДАЖУ (DIRECT SALES FORCE MANAGER)

##### Вимоги до кандидата:

- Вища освіта
- Навики побудови команди
- Досвід прямого продажу
- Орієнтація на результат
- Досвід роботи у галузі страхування є перевагою
- Володіння англійською мовою

#### РЕГІОНАЛЬНИЙ МЕНЕДЖЕР З ПРОДАЖУ (AGENCY EXECUTIVE)

##### Обов'язки:

- Управління та розвиток агентської мережі
- Підбір та навчання нових фінансових представників

##### Вимоги до кандидата:

- Вища освіта
- Досвід прямого продажу
- Відмінні комунікативні здібності
- Досвід роботи у галузі страхування є перевагою
- Володіння англійською мовою

#### ФІНАНСОВИЙ ПРЕДСТАВНИК (FINANCIAL REPRESENTATIVE) СТРАХОВИЙ АГЕНТ (INSURANCE AGENT)

##### Вимоги до кандидата:

- Вища освіта
  - Вміння працювати з людьми
  - Активна життєва позиція
  - Впевненість та відповідальність
- Ми пропонуємо:
- Кар'єру та перспективи професійного росту
  - Найкращі європейські та американські тренінгові моделі
  - Можливість працювати у динамічній команді
  - Стабільний фінансовий прибуток

Якщо ви зацікавилися нашими пропозиціями, надсилайте Ваше резюме за адресою:  
ALICO AIG Life  
Вул. О. Гончара, 84, Київ  
Факс: +38 044 494 13 45 (з позначкою "Для Агенції")  
E-mail: [career@ALICO.ua](mailto:career@ALICO.ua)

### ExecuSearch International

### POWERPACT HR CONSULTING

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

- ◆ **Operational Director** (FMCG, logistics, import-export operations)
- ◆ **Sales Director** (experience in sales/marketing, leadership abilities)
- ◆ **Marketing Director** (FMCG group, branding, marketing strategy)
- ◆ **Purchasing Manager** (industrial equipment and materials)
- ◆ **IT Sales Manager** (experience in international IT/hightech company)
- ◆ **Finance and Administrative Manager** (experience in opening a subsidiary)
- ◆ **Agency Executive** (financial services, experience in sales, leadership abilities)

RECRUITMENT  
PERSONNEL AUDIT  
ASSESSMENT/DEVELOPMENT CENTERS  
OUTSTAFFING  
STAFF LEASING  
OUTPLACEMENT

For all vacancies English is a must

Hot vacancies at: [www.powerpact.com.ua](http://www.powerpact.com.ua)

### Advertisement for POLICY/Ukraine HIV Technical Advisor Position

A leading US-based international organization seeks HIV Technical Advisors. This position has broad responsibility to manage, monitor and provide technical assistance to government, NGOs and civil society bodies on a local/oblast level in support of USAID-funded HIV policy project in Ukraine. Ideal candidates should have a minimum 5 years experience in HIV with experience in policy dialogue and working with NGOs and public sector. Expertise in HIV is required along with a minimum of two of the following HIV related areas: advocacy, policy development and implementation, public policy analysis, strategic planning and management, monitoring and evaluation, VCT, PMTCT, substance use, sex work, and capacity building and training. Previous experience working with people living with HIV and substance users as well as local level and national health officials and international donors especially USAID and Global Fund strengthens candidacy. Fluency in English language, including oral and written skills is essential. Excellent interpersonal, training and diplomatic skills are necessary. Computer competency in Microsoft software required. Ability to work independently is valued, as is ability to follow directions. Position requires extensive travel within Ukraine, working with local partners.

Interested and qualified candidates should send resumes and three professional references in English to:

**O.Tsviliy@policy.kiev.ua** by April 2, 2004.



## Ukrainian Mobile Communications

### Administrative Director

#### Job Summary:

Responsible for management and coordination of corporate construction, premises maintenance, and transport issues.

#### Our Requirements:

- Higher education - technical or in the fields of economy, construction. Additional business education is highly desired.
- Relevant experience in successful medium and large companies - minimum 3 years.
- Fluent English. Excellent MS Office skills.
- Effective leadership skills, proactivity, presentation and communication skills.

Please fax your Resume to **+38 (044) 516 50 83**  
or by E-mail: [recruitment@umc.com.ua](mailto:recruitment@umc.com.ua)  
Confidentiality guaranteed.

### BUSINESS LINK Training and Coordination Center

is looking for

#### SALES MANAGER

#### MARKETING MANAGER

#### HUMAN RESOURCE MANAGER

(fluent English, minimum 3 years experience)

#### NATIVE SPEAKING TEACHERS OF ENGLISH

(part-time)

please send your applications to our e-mail: [office@businesslink.kiev.ua](mailto:office@businesslink.kiev.ua)

### BUSINESS-MASTER RECRUITING

Personnel for Your success

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)

### Бизнес-тренер

Лидер на рынке консалтинговых услуг Агентство "Бизнес-Мастер" в связи с расширением бизнеса объявляет конкурс на вакантную должность Бизнес-тренера:

ВО, ОР в иностранных компаниях, до 27 лет; необходимые личностные качества — целеустремленность, высокий уровень мотивации и амбиций.

Резюме по e-mail [pitereva@bzm.com.ua](mailto:pitereva@bzm.com.ua)

моб. тел. (044) 578-02-38

Контактное лицо Елена Питерева

## BRAIN SOURCE INTERNATIONAL

A leading western pharmaceutical company is looking for:

### → COUNTRY MANAGER/ HEAD OF REPRESENTATIVE OFFICE

**Requirements:** successful managerial experience with pharmaceutical companies gained in one of the following roles: Marketing Manager, Business Unit Manager, Field Force Manager and/or Country Manager.

A very attractive compensation package will be provided for the right individual.

Please, submit your applications to [ao@brain-source.com](mailto:ao@brain-source.com)

For confidential inquiries please call +380 44 531 9884 and ask Andrei Krivokorytov.

«Brain Source International Ltd»

Tel/Fax: (044) 531 98 84

Email: [info.ukraine@brain-source.com](mailto:info.ukraine@brain-source.com)

[www.brain-source.com](http://www.brain-source.com)

Amway Corporation, international direct selling company is looking for

### ACCOUNTANT

The successful candidate will:

have 3 + years work experience in accounting - multinational company is advantage; have excellent knowledge of accounting standards and principles in Ukraine; have good knowledge on the local tax and legal environment; have good knowledge of foreign activity (import) accounting; have higher finance / economic education; have a good knowledge of English language; have excellent knowledge of Microsoft Office; be smart, very well organized, self disciplined, paying attentions to details, consistent, responsible, flexible; have highest degree of ethics, honesty and conviction.

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 by e-mail:

[info@amway.com](mailto:info@amway.com)

or on fax in Kiev

8 (044) 494-44-44 or

494-44-04.

**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

### LEASING SALES MANAGER - HEAD OF LEASING DEPARTMENT

• **With the following duties:**

- Management of leasing sales department (5-7 people today with a prospective growth to 10-15 persons in 3 years)
- Key account management
- Selling leasing of vehicles (operational and financial) to key accounts
- Fleet consulting
- Proactive selling (visiting potential clients)
- Regular sales and budget reporting

• **Requirements:** 30-40 years old, University Degree (preferably in economic), experience in sales, experience in negotiations on the top level, fluent English, Driving license

Applications should be submitted to:

**Lilia Pochkun, BGS Employees Ltd**

Fax (044) 536 0859, 490-6824

or e-mail: [employees@bgs.com.ua](mailto:employees@bgs.com.ua)

For further details of **Avis** in Europe

refer to: [www.avis-europe.com](http://www.avis-europe.com)

or [www.avis.com.ua](http://www.avis.com.ua)



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

#### DIRECTOR OF TRADE COMPANY

High technical education; 2+ years of experience on executive positions in trade filed; experience in building industry will be a great plus

#### GRAIN TRADER

High agricultural/business education; experience in agriculture and grain import/export; fluency in English; preferably male

#### TECHNICAL REPRESENTATIVE

High technical/chemical education; knowledge of textile technologies; sales skills; good knowledge of English or German

#### DIRECTOR OF REAL ESTATE HOLDING

High engineering education or business administration; 5+ years of experience in Real Estate; experience in project management; knowledge of commercial real estate market; fluency in English

#### DIRECTOR OF HOTEL COMPLEX

High economical/business/hotel education; 3+ years of experience as Hotel Director or Executive Manager in hotel structure; fluency in English

ALL POSITIONS OFFER EXCELLENT REMUNERATION PACKAGES AND CAREER DEVELOPMENT.

To apply please e-mail: [hrc@mip.kiev.ua](mailto:hrc@mip.kiev.ua)



Leading provider of integrated telecommunication services "Golden Telecom" LLC is looking for its rapid growing team:

#### Procedure and Control Specialist

**Job summary:** internal policies and procedures developing and improvement

**Requirements:** University Degree, +2 years experience in telecom or Big4 companies or western-style banks

Please submit your resume to [cv@goldentele.com](mailto:cv@goldentele.com) with subject PCS

#### Settlement Specialist

**Job summary:** Settlements issues with local and international suppliers; involvement in financial and management reporting.

**Requirements:** University Degree, +2 years experience in similar position

Please submit your resume to [cv@goldentele.com](mailto:cv@goldentele.com) with subject SS

#### Deputy Chief Accountant

**Job summary:** Accounting department general management

**Requirements:** University Degree, +3 years experience in similar position, experience in IAS/US GAAP would be a plus

Please submit your resume to [cv@goldentele.com](mailto:cv@goldentele.com) with subject DCA

#### IT Security Specialist

**Job summary:** computer security system development and control

**Requirements:** University Degree, +3 years experience in similar position, certificates will be a plus

Please submit your resume to [cv@goldentele.com](mailto:cv@goldentele.com) with subject ISS

#### Head of Sales Sector (Commercial Department)

**Job summary:** sales sector general management

**Requirements:** University Degree, +2 years experience in similar position in telecommunication company

Please submit your resume to [cv@goldentele.com](mailto:cv@goldentele.com) with subject HS

Company offers exciting job, attractive salary, social package and growth opportunities.

All inquiries are confidential

## KYIV POST

is looking for

### SALES MANAGER

**Requirements:**

- Experience of sales in HoReCa sector
- Excellent interpersonal and communication skills
- Good English

Send your resume, Subject: KPSPD:  
to [job@kppublications.com](mailto:job@kppublications.com)

#### Personal Assistant

**MINI RESUME** Lady, 23 y.o., BBA, excellent near-native English (practice abroad), Russian, Ukrainian, 5+ yrs of administrative work experience, PC professional user, touch-typing. Detailed CV upon request. Mobile 8-050-334-7456 Irina

#### Business Strategy

**MINI RESUME** M, 28. 2 Master's degrees from UC Berkley; Business (Marketing Strategy) and Economics. Diligent, charismatic, highly analytical. Tel.: 8-067-445-0185, [alexkapinos@yahoo.com](mailto:alexkapinos@yahoo.com) Alexander

#### Personal Assistant

**MINI RESUME** Male, 24. Student (study by correspondence 5th course). Very good oral/written English. Basic German. PC literate. Work experience as a receptionist-translator, sale manager. Tel.: 264-5915, mob. 8-067-903-7521 Alexey

#### Lawyer

**MINI RESUME** Master of Laws. 5 years of experience in Multinational Company in Commercial, Taxation, Customs, Corporate, Finance, International Trade, Litigation. Oleg. Tel.: 38 050 974 1777, [zakalyuk@bigmir.net](mailto:zakalyuk@bigmir.net)

#### PA/HR manager

**MINI RESUME** Lady 25, University degree in International Relations, fluent English, communicative Polish, PC literate, 7 years work experience with foreign companies. Responsible, strong communication and interpersonal skills, ability to learn fast. Call Tatiana 8-067-728-0002, e-mail: [tayla2@bigmir.net](mailto:tayla2@bigmir.net)

#### Finance/Management

**MINI RESUME** Male, 37, University degree in Economics and Auditing. Fluent English (Cambridge certificate FCE). PC experienced user. More than 10 years experience as Financial manager, Chief Accountant, Auditor. Please contact Leonid : 8-050-332-2011 or [chimlab@i.com.ua](mailto:chimlab@i.com.ua)

#### Management/Account Manager

**MINI RESUME** Lady, 25. Work experience. Master Degree in Int. Economic. Ukrainian, Russian, English, Deutsch. Mob.: 8-067-501-7918. Svetlana. Mail: [felicity27@urk.net](mailto:felicity27@urk.net)

#### General manager

**MINI RESUME** Young, experienced, target oriented, good looking leader with strong leadership skills can help solid company to succeed in business. Wanted position of TOP management (including General Manager, Country Manager, President, Vice President). 2 years in USA and 10 years with other western companies in Kyiv. Phone +380-050-554-8403 or E-mail: [gm4ua@yahoo.com](mailto:gm4ua@yahoo.com)

#### Civil engineering

**MINI RESUME** UM, University degree. 4 years of work experience as Civil Engineer within foreign companies. Knowledge of feasibility study, installation and maintenance of HUAC and others mechanical systems. Cost valuation, negotiation and contracting. Good English, PC (Word, Excel, AutoCAD). Please phone 245-9922 (home, after 8 p.m.), e-mail: [alems@gala.net](mailto:alems@gala.net) Vladimir

#### Business assistant

**MINI RESUME** Man, 35, University degree economics, PC, E-marketing specialist. UK, German driving licenses. Good English, German, Polish languages. Will assist you with any business in Ukraine. Tel.: +38-067-257-4311. E-mail: [piletski@btinternet.com](mailto:piletski@btinternet.com)

#### Driver

**MINI RESUME** 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. Tel.: 8-067-500-3223, 550-2997

#### Business/Management

**MINI RESUME** Lady, University degree in philology: Ukrainian, Russian - native, fluent English, good Italian, some Spanish; experience as Personal Assistant, Representative, Interpreter; responsible, hard-working goal-oriented with excellent communication and PC skills. Anzhelika. Mob. +38-050-518-4344, e-mail: [abesedina@yahoo.com](mailto:abesedina@yahoo.com)

#### Business Management/Sales

**MINI RESUME** Ukrainian female, 34. Fluent English, basic German. Highly experienced and well-trained in sale and marketing. Good managerial skills. Driving license, car owner. Tel.: 8-050-313-0510, Elena, e-mail: [info@teukraine.com](mailto:info@teukraine.com)

#### Interpreter

**MINI RESUME** Male, 31. Ukrainian, Russian - native, fluent English; extensive work experience with Western companies; excellent knowledge of banking, legal, construction terminology etc.

#### Business Management/Finance

**MINI RESUME** Intelligent lady, 27, with extensive experience in PA/Project Management/Finance, educated in Economics, Marketing, is looking for a new challenge. Fluent English, Ukrainian & Russian, basic French. Driving license (7+ years experience). Detailed CV upon request by tel 8-039-491-04-83 or by e-mail: [okalinenko@svitonline.com](mailto:okalinenko@svitonline.com)

#### Finance/Logistics

**MINI RESUME** Lady, 25, University degrees in Accounting, Philology; 4+ years experience in financial analysis/controlling/logistics in international distribution company. PC literate, fluent English. Mob. 8-067-99-77-654