

## 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, Triokhsviatitska 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!

# THE POST

### BILLA-UKRAINE sucht:

Stelle	Mindestanforderungen
Assistentin der Einkaufsabteilung	gutes Deutsch, MS Office, Alter bis 30 Jahre, motiviert, engagiert, verantwortungsvoll
Assistentin der Immobilienabteilung	gutes Deutsch und Englisch, PC-Kenntnisse, Alter bis 30 Jahre, verantwortungsvoll, ordentlich

Wir bieten Ihnen eine entsprechende Ausbildung und Entwicklungsmöglichkeiten.

Wenn Sie an dieser Position interessiert sind und über 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](mailto:billa@ua.billa.co.at)

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

### QUALITY MANAGER and QUALITY SPECIALISTS

#### Requirements:

- 5+ years of professional experience in Quality Assurance and Control
- A thorough and expert level of knowledge and understanding of
  - Quality System methods, principles, theories, practices and terminology
  - Gas Turbine Engine Component Repair and Overhaul - FAA Principles
- Excellent command of English
- University graduate degree in engineering
- Age 30-45 years old
- Hardworking
- Team player

Please fax a detailed resume to:  
**206-40-04**  
[hr-dept@inet.ua](mailto:hr-dept@inet.ua)

Kiev representative office of Foreign Company is looking for

### SALES MANAGER

#### Requirements:

- Minimum 3 yrs experience in FMCG company
- Experience in trade marketing
- PC literate
- Driving license of "B" category
- Command of English
- Easy-going, well self-organized and enthusiastic person

#### We offer:

- Excellent career opportunity
- Competitive salary
- Friendly environment

Please send your resumes to:  
e-mail: [mephal@ukr.net](mailto:mephal@ukr.net)



## JOIN THE WINNING TEAM

Unique Pharmaceutical Laboratories, A transnational Pharmaceutical company in Ukraine

Which is known for its brands such as "Doktor Mom", "Rinza", "Metrogyl" and others

Is currently seeking candidate for the post of

### ADVERTISING MANAGER / BRAND MANAGER IN KIEV

#### Requirements:

- Higher Education
- Above 30 years old
- Not less than 1-2 years of experience in similar post
- Good knowledge of PC
- Good contacts in advertising market
- Fluent in English language
- Very creative, ambitious, positive attitude, willing to travel

Please send your CV to e-mail: [thamarai@jbcpl.kiev.ua](mailto:thamarai@jbcpl.kiev.ua)

Tel/fax: **044-258-50-98, 258-52-28**

Within 10 days from the date of publication.

### VACANCY ANNOUNCEMENT

The United Nations Development Programme (UNDP) in Ukraine invites applications from highly qualified, energetic, proactive and experienced **Ukrainian** professionals for the post within our new Prosperity Programme - Overcoming Human Poverty.

#### PROJECT MANAGER

UNDP's Prosperity Programme is addressing the issue of poverty in Ukraine by tapping into the significant opportunities that create a more prosperous existence for the majority of the Ukrainian people. It addresses the difficulties and barriers associated with policies, institutions and implementation modalities that will allow the Ukrainian people to take advantage of democratic and market opportunities toward achieving a European standard of living. The basic responsibilities of the **Project Manager** will include, but won't be limited to the following:

- Provide technical advisory support services as part of the Project Support Unit. In this regard, perform as the specialized arm of UNDP assistance in the area of poverty alleviation and prosperity promotion in Ukraine.
- Be responsible for the overall operational management of the project and delivery of results, in accordance with the project document, work plans and other joint agreements.
- Lead and manage the professional and support staff of the project, ensuring the effective performance and delivery of results and impact. This includes short-term and long-term expertise as well.
- Mobilize, manage and deliver all the inputs required for successful implementation - recruitment of expertise, sub-contracts, training, procurement and other inputs of the project in accordance with established UNDP norms.
- Engage and provide policy advisory support, taking responsibility for making policy and institutional impact. In this regard, ensures availability of up to date information on all critical issues in the subject area.
- Provide the professional platform for networking and partnership building with the government, local authorities, non-government, private sector and international development organizations or projects.
- Develop and manage the performance and impact assessment system for the project. This should be in line with the UNDP Strategic Results Framework.

We invite all those interested not to miss this opportunity and to submit your application. For details on the post requirements, post description, as well as information on UNDP activities in Ukraine please visit our web-site at <http://www.un.kiev.ua>

Deadline for applications is **12 May 2004**. UNDP will use a transparent and competitive screening process, though will only contact those applicants in whom there is further interest. Applications from qualified women are encouraged.

The screening and selection process will be conducted with support of the UNDP Business Centre. The UNDP Ukraine Business Center has been established to provide full-scale operations related services to projects and UN Agencies. Business Center is a client oriented specialized services provider. Operations Specialists are providing professional support in three major areas: Procurement, Personnel and Finances.

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

### BRITISH EMBASSY, KYIV:

#### DEFENCE RESETTLEMENT PROJECT BUDGET MANAGER



British Embassy, Kyiv

The Defence Resettlement Project is part of a bilateral defence co-operation and assistance programme in Ukraine, Georgia and Moldova. The British Embassy in Kyiv is seeking to recruit a Budget Manager to assist the Resettlement Project Officer in the administration of the Resettlement programmes in each country.

The successful applicant will be a self-motivator able to work without supervision, willing to travel and work irregular hours and have good financial and I.T skills as well as excellent English.

Further details of duties and responsibilities, as well as the application form, are available from [www.britemb-ukraine.net/Vacancies/](http://www.britemb-ukraine.net/Vacancies/). This should be completed in English and submitted to [resettlement.vacancy-kyiv@fco.gov.uk](mailto:resettlement.vacancy-kyiv@fco.gov.uk) or by fax to (44) 490 3662.

The deadline for applications is **4 p.m. Thursday 13 May**.

UKRAINIAN FMCG COMPANY IS LOOKING FOR:

### PR, EXTERNAL COMMUNICATION MANAGER

- University degree (MBA) in Philology or Journalistic
- 5+ years of professional experience in analogous position or in leading positions in Mass Media
- Language skills: fluent English, Russian, Ukrainian
- Perfect presentation skill
- Experience of work with national and regional Mass Media
- Good knowledge of modern PR technologies and experience in national PR campaign execution
- Ability to work under pressure
- Good looking
- Age 28-35 years old

### HEAD OF PURCHASING DEPARTMENT (MATERIALS AND RAW MATERIALS FOR THE PRODUCTION)

- University degree

- Minimum 2 years experience in FMCG company
- Knowledge of English
- Experienced PC user
- Excellent communication and organization skills
- Driving license, personal car

### HORECA SPECIALIST

- 28-35 years old
- University degree
- Minimum 1 year experience in Kiev HORECA
- Good knowledge of Kiev market
- Readiness for business trips
- Driving license, personal car

### EXPORT MANAGER

- Under 35 years old
- University degree
- Experience in foreign-economic activity advisable with alcohol / low alcohol drinks, beer
- Knowledge of English
- Readiness for business trips

Tel/fax **234 1184**

e-mail: [vacancia@po4ta.net](mailto:vacancia@po4ta.net)



### "ALFRED C. TOEPFER INTERNATIONAL (UKRAINE) LTD."

is looking for:

### Secretary

#### Requirements:

- 1 - 2 years' experience in similar position;
- excellent written and spoken command of English; German would be a plus;
- PC literate;
- age 23 to 27;
- good communication skills;
- salary - negotiable.

If you meet the a.m. requirements, please, send your CV either by fax: **044 / 230 14 99** or to the following e-mail address: [secretary@acti.kiev.ua](mailto:secretary@acti.kiev.ua)

LOCAL EMBASSY IS LOOKING FOR A

### PART TIME RECEPTIONIST.

KNOWLEDGE OF UKRAINIAN/ ENGLISH/FRENCH/RUSSIAN IS ESSENTIAL.

SEND RESUME TO:  
**P.O.BOX 205, KYIV, UKRAINE 01901**

OR FAX **464-0598**

CLOSING DATE FOR APPLICATIONS IS **MAY 15, 2004**

Phone: 044 490 55 27 / 28  
Fax: 044 490 55 44 / 52  
Email: [fromaneix@soufflet-group.com](mailto:fromaneix@soufflet-group.com)  
[www.soufflet-group.com](http://www.soufflet-group.com)



Join our dynamic team!

### SOUFFLET UKRAINE looks for a CHIEF ACCOUNTANT for supporting its growth.

Soufflet Ukraine is the Ukrainian subsidiary of Group Soufflet Trading Division. Group Soufflet is one of the main French agricultural groups.

Our main requirements are:

- English or French speaking
- Minimum 5 years of professional experience as a chief accountant
- Good knowledge of 1C
- Excellent command of tax law
- An energetic spirit to fight for company's interests
- Knowledge of international accounting is a plus

Our new colleague will get a **competitive salary**.

### BRAIN SOURCE INTERNATIONAL

A leading western pharmaceutical company is hiring:

#### ➔ MARKETING MANAGER

to lead a number of product lines.

#### Requirements:

- Age 30 - 40;
- 5-y at managerial level with western company;
- Strong leadership skills;
- Fluent English;

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

A leading western service and FMCG company is hiring:

#### ➔ NATIONAL SALES MANAGER

to develop franchising business in the regions as well as in central Ukraine.

#### Requirements:

- Wide network of contacts amongst regional FMCG and/or Services businesses;
- understanding of franchising and financial leasing schemes;
- strong selling and presentation skills

Please send all your applications to [ak@brain-source.com](mailto:ak@brain-source.com)

#### ➔ HR DIRECTOR

#### Requirements:

- 2 years experience on relevant position in big banking, finance or production companies is a must;
- strong managerial and interpersonal skills;
- fluent English is a plus

Please send all your applications to [ask@brain-source.com](mailto:ask@brain-source.com)

#### ➔ ACCOUNTANT

#### Requirements:

- not less than 3 years of accounting experience in western companies;
- fluent English;
- working knowledge of SAP/3P

Please send all your applications to [aa@brain-source.com](mailto:aa@brain-source.com)

«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)