

## 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!**

HR Consulting  
Recruiting  
Outsourcing



### Executive Director

**Requirements:** male, 25-35 y.o, university education, 3+ years of relevant experience in sales in a big Ukrainian or Western company, self-motivated, self-started, able to lead a big sales team, fluent English is must, business correspondence and negotiations skills.

### Sales Manager

**Requirements:** male/female, 23-35 y.o., university education, 2+ years of relevant experience, spoken and written English.

Send resumes in English

[info@staffservice.com.ua](mailto:info@staffservice.com.ua)

2nd floor, 17/22 Yaroslavsk St.,  
Kyiv, Ukraine

Tel. +38.044.4906655  
Fax. +38.044.4171692

USAID Project  
is seeking to hire

### lawyers, interpreters and office manager

(all proficient in  
English and Ukrainian).

Please send your resumes  
to Victoria Doroshenko:  
[vvd@ukrwt.org](mailto:vvd@ukrwt.org) or  
call: 044 296 9689.

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HR CONSULTING

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

- ◆ **Marketing Director** (FMCG, international experience is a plus)
- ◆ **Head of Legal Department** (Corporate Law, Zaporozhie)
- ◆ **Finance Director** (for telecommunication company)
- ◆ **Business Developer for Metal Products** (knowledge of Metal product producers and suppliers)
- ◆ **Purchasing Manager** (industrial equipment and materials)
- ◆ **Sales Representative** (dental products, experience in pharma or similar business, doctor's degree)
- ◆ **Marketing Assistant** (industrial sector, technical degree is a must, marketing experience)

For all vacancies English is a must

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

RECRUITMENT  
PERSONNEL AUDIT  
ASSESSMENT/  
DEVELOPMENT  
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STAFF LEASING  
OUTPLACEMENT



is currently recruiting for the following  
positions in its Kyiv office:

- ◆ **Project Manager**
- ◆ **Assistant Project Manager**
- ◆ **Attorneys**
- ◆ **Research Assistants**
- ◆ **Web designers/IT specialists**
- ◆ **Translators**
- ◆ **Project Assistants/Secretaries**

For all positions, English is a must.

Send CVs with cover letter  
(only finalists contacted) to:  
[recruiting@fremont.com.ua](mailto:recruiting@fremont.com.ua)



### PROJECT MANAGER

A foreign company seeks a  
talented project manager, to be  
employed with a Value Added  
Services company with a  
focus on telephony content.

#### Required qualifications:

- ◆ Media related activities
- ◆ Proven experience in marketing
- ◆ Operations management
- ◆ Knowledge of the media and/or cellular market.
- ◆ Fluent English.

Interested candidates should forward a CV  
(in English only) to:  
[igor@jump.com.ua](mailto:igor@jump.com.ua), [sigal@lrag.com](mailto:sigal@lrag.com)

Крупная торговая компания,  
работающая в области автобизнеса,  
приглашает на работу Директора.

#### Требования:

- возраст 28-35 лет;
- образование высшее;
- презентабельная внешность;
- опыт работы на руководящей должности в торговой компании не менее 3 лет;
- знание основ экономики и законодательства;
- знание англ. или немецк. языка;
- организаторские способности;
- водительские права категории "B";

Резюме присылайте на e-mail:  
[vivdich@truckservice.com.ua](mailto:vivdich@truckservice.com.ua)

### BRITISH EMBASSY, KYIV:

### DEFENCE RESETTLEMENT PROJECT DRIVER / OFFICE ASSISTANT



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 Driver / Office Assistant to provide driving and office support for the Defence Resettlement team.

The successful applicant will have a clean driving licence and international passport and be willing to drive abroad and work long and sometimes anti-social hours. They must also speak English, Russian and Ukrainian. General office experience would be useful.

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 4 June**.

Міністерство охорони здоров'я України оголошує конкурс на вакантні посади спеціаліста з питань закупівель у галузі інформаційних технологій, бухгалтера та офіс - менеджера/перекладача. Фахівці будуть працювати у складі Групи впровадження проекту "Контроль за ТБ та ВІЛ/СНІД в Україні", що фінансується Світовим банком.

#### Умови подання документів на конкурс.

Для участі в конкурсі необхідно подати автобіографічні дані у вигляді Резюме (CV) українською та англійською мовами.

Документи приймаються до канцелярії Міністерства охорони здоров'я у письмовому вигляді та на електронному носії

Разом з Резюме (CV) подається 2 рекомендаційних листи від провідних фахівців, або від керівників з попередніх місць роботи.

Оплата праці буде високо конкурентною і відповідати кваліфікації фахівців рівня міжнародних проєктів.

За додатковою інформацією звертатися до сайту [www.moz.gov.ua](http://www.moz.gov.ua), або за телефоном **044-253-98-82**.

Société française de production  
de vêtements recherche  
un(e) manager pour assurer la  
coordination clients-usines à  
partir du bureau de Kiev.

Qualités requises: autonomie,  
capacité de décision, rigueur,  
bon relationnel, ténacité.

Première expérience de 3-4 ans  
indispensable.

Français courant exigé.

Merci de faxer CV + lettre de  
motivation au **230-99-12**

INTERNATIONAL NON-PROFIT DEVELOPMENT ORGANIZATION SEEKS A  
WELL-QUALIFIED, DYNAMIC, AND PRO-ACTIVE

### GRANTS DEVELOPMENT OFFICER

TO LEAD ITS PROGRAM & GRANTS DEVELOPMENT ACTIVITIES IN UKRAINE.

SUCCESSFUL CANDIDATES WILL POSSESS NATIVE UKRAINIAN & RUSSIAN, SUPERIOR WRITTEN & SPOKEN ENGLISH, PRIOR EMPLOYMENT EXPERIENCE WITH INTERNATIONAL NGOS, EMBASSIES & FOREIGN MISSIONS AND/OR DONOR ORGANIZATIONS, OUTSTANDING COMMUNICATIONS SKILLS, AND A GOOD FAMILIARITY WITH THE INTERNATIONAL DONOR COMMUNITY. PREFERENCE WILL BE GIVEN TO THOSE WITH TEAM-LEADING AND GRANTS MANAGEMENT EXPERTISE.

INTERESTED PARTIES ARE INVITED TO SEND A CURRICULUM VITAE AND COVER LETTER CONCISELY EXPLAINING ONE'S QUALIFICATIONS FOR THIS POSITION AS SOON AS POSSIBLE TO  
[orgrecruitment@yahoo.com](mailto:orgrecruitment@yahoo.com).

Large Scale International Donor Project seeks to fill

### ACCOUNTING POSITION

Term of assignment is June 2004 - September 2005

#### General Requirements:

- Higher Education in Finance/ Accounting;
- Knowledge of US GAAP/ IAS and UAS;
- International certification CPA/ CAP desired;
- 3+ years of professional experience as chief accountant preferably with international organizations;
- Extensive experience with invoicing and USAID regulations strongly desired;
- Strong English (verbal & written);
- Strong organizational and prioritization skills;
- Excellent computer skills and knowledge of accounting software;
- Prior knowledge of Accounting and Payroll System in QuickBooks desired;

CV's with references should be submitted to  
[Gazeta03@yahoo.com](mailto:Gazeta03@yahoo.com) no later than **June 7, 2004**

American Managed Marriage Agency

needs talented, extremely hard working  
employees. If you can work very hard and  
have excellent knowledge of English call  
John at **209-04-43**. Or send your resume  
to [jobsinkiev@yahoo.com](mailto:jobsinkiev@yahoo.com)

#### Current positions needed are:

- ◆ Overall Office Manager
- ◆ Office Staff (Ladies Only)
- ◆ Web Promoter / Designer
- ◆ Assistant to Owner
- ◆ Translator / Interpreter
- ◆ Photographer

Leading multinational  
Agrochemical Company is  
looking for:

### COMMUNICATION & CUSTOMER RELATION MANAGER

#### Requirements:

- Marketing education
- 5 years experience on Marketing positions
- Proven success in the filed of Communication and/or Customer Relation Management
- Fluent English
- High communication skills
- Computer literacy
- Analytical skills
- Ability to work overtime and under pressure

Please send your application to:  
Bayer Ltd.  
Kyiv, 04050, vul.Turgenivska,55  
For attention of M.Mossinevich  
Fax-Nr.: 044 246 93 47



TOEPFER  
INTERNATIONAL UKRAINE

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

#### Requirements:

- ◆ degree in English;
- ◆ 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)

### WINNER FORD KYIV

HAS IMMEDIATE OPENING FOR THE POSITIONS OF:

### Corporate Sales Consultant

#### Requirements:

- University degree
- Minimum 2-years experience in business-to-business prospecting and sales
- Ukrainian and English are mandatory
- PC literate (Excel, Word, Power Point, Internet, e-mail)
- Driver's license (minimum 3-years driving experience)
- Excellent negotiation and presentation skills
- Automotive Sales experience is preferred but not required

### Marketing Specialist

#### Requirements:

- University degree
- Minimum 2-years experience in PR and Advertising
- Experience in organization of special events, presentations, exhibitions, press-conferences
- Experience in press-releases and PR articles writing
- Experience in POS materials ordering
- PC literate (Adobe PhotoShop, Adobe Illustrator, Lotus Notes, Excel, Word, Power Point, Visio, Internet)
- Excellent Ukrainian
- Good English
- Creative, hard-working and responsible team-player

Experienced professionals  
are requested to submit  
their CVs in English  
or Ukrainian by fax:  
**(044) 246-2054** or by e-mail:  
[YOncheva@wfk.kiev.ua](mailto:YOncheva@wfk.kiev.ua)

WINNER

### INFORMATION OFFICER WANTED

Leading International NGO is seeking a full-time Information Officer for its Kyiv Office

#### QUALIFICATIONS NECESSARY:

- Experience working in public relations, advertising or journalism
- Knowledge of the Mass Media in Ukraine and Poland
- Ability to create effective PR materials, reports, and maintain documentation
- Strong analytical, communication, and presentation skills

LANGUAGES REQUIRED: English, Ukrainian, Polish

#### OTHER REQUIREMENTS:

- Able to travel domestically and internationally as needed
- Computer knowledge (MS Word, MS Excel, MS Access, Internet, Web-site Mgt)

#### Responsibilities include:

- Working closely with the mass media and NGOs to promote the organization's activities
- Make public presentations on behalf of the organization
- Prepare, maintain, and distribute informational materials about the organization's activities
- Maintain contact lists, data base and web-site

If interested, please e-mail your cover letter, CV and the names of three references in English to  
[InformationOfficer@pauci.kiev.ua](mailto:InformationOfficer@pauci.kiev.ua) by June 9th. No telephone calls please.

Equal Opportunity Employer

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LET US DO THE REST!**

**Staff Leasing/Outsourcing**  
with

**BRAIN SOURCE  
INTERNATIONAL**

- ➔ Largest Staff Leasing company in Ukraine by number of outsourced employees
- ➔ More than 2 years experience with multinationals
- ➔ The only company in Ukraine possessing exclusive experience in outsourcing production employees for big manufacturing companies

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Email: **outsourcing@brain-source.com**  
**www.brain-source.com**

**Debt Sales and Trading and  
Equity Sales and Trading**

We are looking for: energetic, hard working, aggressive, communicative, self driven & results orientated individuals with the ability to communicate complicated analytical ideas concisely.

A strong desire to make money.  
MBA or equivalent preferred.  
Market/trading experience an asset, but not necessary.

We need to see the desire to succeed. Attitude and personality will be considered key. Introverted people need not apply.

Please feel free to contact John David Suggitt, VP  
Equity Sales & Trading, at any time via  
**js@mfk.kiev.ua**

**Personal Assistant**

**RESUME** MINI Male, 24. Student, (study by correspondence, 5<sup>th</sup> course). Very good oral/written English, German (basic level). PC literate. Work experience as a receptionist - translator and sales manager (Nivea). Fast learner.  
Tel.: 264-5915, 8-067-903-7521 Alexey

**Management**

**RESUME** MINI Lady, 36. University scholarship (International Politics) looks for a job in the field of international activity, including economics. Experience above 10 years, English, French, Russian, Ukrainian, computer skills. CV upon request. Contact: kupren@viptelecom.net. Tel.: 456-6795 or 8-050-351-4358 (Tatyana)

**scala**  
BUSINESS SOLUTIONS

Scala Business Solutions creates collaborative ERP software - integrating Internet technology and traditional ERP functionality - to make global business simple. The company provides its business in over 100 countries, currently expanding its Ukraine and CIS operations and plans to recruit highly motivated professionals for the following Kiev-based position:

**Functional Consultant  
(ref. code FC)**

*To work with new and existing clients  
on Scala implementation projects*

Requirements:

- Ability to work independently, and as a self-starter
- Top communication skills
- Flexibility to travel, willing and able to work irregular hours
- Higher education with accounting / financial qualification
- Relevant experience of minimum 2 years
- Knowledge of accounting principles (GAAP desirable)
- Computer literacy, experience in modern accounting software (Scala desirable)
- English skills

We offer:

- Competitive compensation and benefits package
- Training and development
- Career opportunities

To apply please send you resume, quoting the reference code to:

E-mail: **job@scala.ru** Fax: **+7 (095) 799-5665**

**Management**

**RESUME** MINI Ukrainian lady, 25. Reliable, creative. Russian, English, German.  
Please phone 8-067-905-59-35.  
E-mail: anahata27@ukr.net

**Translator/Interpreter/PA**

**RESUME** MINI Lady, 26. University degree in Translation. Excellent oral/written English, communicative German, native Ukrainian, Russian, PC literate, work experience with foreign and Ukrainian companies. Responsible, intelligent, reliable. Call Marina 543-1398, mob. 8-050-740-5937, e-mail: many250@yandex.ru

**Brand/Marketing Manager, FMCG Sector**

**RESUME** MINI F, 26, 4+ years experience in Western companies - incl. 1 year practice in Gr.Britain - is looking for a full-time position in a company, where a goal-oriented, highly organized team-player with strong organizational & communication skills can contribute to team's development and success. BA in English and Economics, advanced PC skills, driving license. For more details call Viktoria on mob. 8-050-918-6443, 416-8565, e-mail: victory@km.ru

**Personal Assistant**

**RESUME** MINI Lady, 23, University degree in linguistics (fluent English, basic German), 15 years experience with Western company as an interpreter/translator, PC literate. Looking for a position of Personal Assistant/Interpreter/Administrative Assistant. Call Tatyana 533-4322 (home), 8-067-495-7122 (mob.)

**Business/Management/Production**

**RESUME** MINI Male. Mature, strong leader can help your company to grow and achieve high targets. Worked outside and inside Ukraine with Western companies for 12 years on top and middle level management positions. Honest, target oriented, good looking. Phone: 8-050-554-8403 or gm4ua@yahoo.com

**ITA/Administrative Management**

**RESUME** MINI Bright Ukrainian 35 y.o. man with educational background in Linguistics and Organisational Management and extensive experience in international relations, ITA administration and NGO management is looking for a descent paying job. Pls., contact Yaroslav at +38-067-502-5706 or jarry@ua.fm

**Finance/Management**

**RESUME** MINI Male, 38, University degree in Economics and high technical education. Fluent English (Cambridge certificate FCE). More than 10 years experience as Financial Manager, Chief Accountant, Auditor. Call Leonid: 8-050-332-2011 or mail: chimlab@i.com.ua

**PA/Office Manager**

**RESUME** MINI Lady, 25. Fluent English, (written and spoken), Ukrainian and Russian. PC literate. 2 years experience in a Foreign company. Excellent communicative skills, responsible, easy-learner. Tel.: 8-050-957-5542

**Mechanical Engineer**

**RESUME** MINI University degree in mechanical engineering (HVAC and EH). Feasibility study, maintenance, installation of engineering systems. Cost valuation, negotiation and contracting. Good knowledge of English. PC skills (Work, Excel, Autocad). Good communication skills and leadership skills. Tel.: 245-9922 (h), e-mail: alems@gala.net, m. 8-067-500-0365 Vladimir

**Tax manager**

**RESUME** MINI Male, 29. Magister degree in Economics. Fluent English. Computer skills. Extensive experience in Ukrainian tax legislation, auditing. Detailed CV upon request. Call 8-050-348-95-59 or e-mail: belik2003@list.ru

**Business Management/Sales**

**RESUME** MINI M, 26, 2 University degrees (economical, technical), fluent English, Ukrainian, Russian. 4+ years work experience in business, international sales and marketing: sales analyses, warehouse, logistics, "1C Accounting", network of dealers, key clients. Excellent PC skills. Communicative, responsible, hard-working and goal oriented. Contacts: Alexander, mob: (050) 726-1398; E-mail: avk\_2004@ukr.net

**Finance**

**RESUME** MINI Professional consultant with significant experience of supervising and top-management of complex multi-million dollar, multi-partner development projects, high profile Ukraine business development project in banking, finance and small-medium enterprises, both in development and private sectors. E-mail: Sergio\_2001@mail.ru, mob. 8-050-332-6726

**KP PUBLICATIONS**

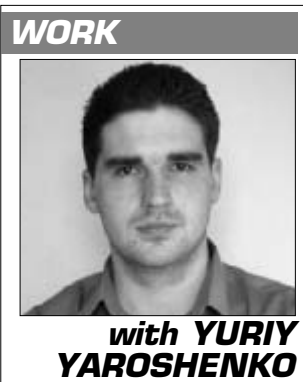
is looking for a  
**PERSONAL ASSISTANT TO DIRECTOR**

*Requirements:*

- Excellent organizational and leadership skills;
- At least two yrs experience as PA or in administrative position;
- Education in marketing or economics is a plus.

Part time employment possible for this position.  
Will consider students.

Please send your resume and cover letter explaining how you qualify for this position to **job@kppublications.com**, or fax **254 3113**.



Nearly everyone, sooner or later, finds himself searching for a job. Whether you're looking for more money, work experience, or a particular type of work environment, self-confidence is the key to landing the job you want - but there's more to it than that. Even self-confident people should remember the following rules:

**1. Talk to your friends and family.**  
If you're not currently employed, but you'd like to be, a good place to start is with friends and relatives. By letting as many people as possible know about your job search, you'll increase your chances of finding something that fits you. Many organizations and companies hire candidates who come recommended by current employees. Friends and relatives can often help you get your foot in the door.  
"If you want to find a job, you need to maximize the number of people who know that you are looking. I wouldn't recommend telling your boss though. He'll probably think that you're trying to get a raise or a better position," comments Olena Gavura, head of human resources at Raiffeisen Bank Ukraine.

**2. Don't forget to attach a cover letter to your resume.**  
A cover letter is quite different from a resume, although many job hunters do not realize this. The cover letter should serve as an introduction and guide to your resume, describing in detail its strong points, highlighting previous jobs which make you suited to the position you are applying for, and explaining your interest in the job. According to Elena Shevchenko, human resources

expert at Hill International Kiev, "a cover letter should briefly point out why a job-hunter wants the specific position, and describe how his/her abilities and experiences are appropriate for the position." The cover letter is really a small presentation of your resume, and the two should form a unit.

**3. Don't wait until the job is advertised.**  
Don't just send resumes to companies advertising vacancies. It's best to seek out companies and organizations that are of interest to you. Call a company's human resources department and ask about openings. If possible, ask to come in for an interview. Just because a company isn't advertising doesn't mean they're not hiring.  
"Before starting an active job search, make a list of companies you'd like to work with or the sort of position which you'd like to have. Then make sure your resume fully reflects all your skills and knowledge," Varvara Ternovaya, recruitment consultant at RMS-Ukraine, advises. Lots of job-hunters simply send their resumes to all the companies they can think of; you should be aggressive and active in your job-hunting, which means establishing personal contact with companies, rather than sending out mass mailings.

**4. Be proactive; make follow-up calls.**  
Once you've sent an e-mail with your resume and cover letter attached you shouldn't just sit by the phone waiting for an answer. Don't forget that companies receive hundreds of e-mails each day and that they often do not read them all. A company may not have time to respond to your inquiry, or may even have lost it, so you should call a company and try to arrange a meeting after you've sent them your resume and cover letter. Every resume you've sent should be followed by a phone call. It's a good idea to make up a list of all the companies you've contacted, and the names of the people you've spoken too. Keep track of dates and the steps you've taken.

**5. Do your homework.**  
If you are invited for an interview, you should do some research on the company that invited you. Interviewers often ask questions like "what do you think about the way our company's developing?" and you need to be prepared for them. Obviously you don't have to know everything about the company, but you should know a bit to avoid uncomfortable situations, and to make sure you get the job.  
"Learning about the company will help you understand the specifics of the vacant position and will help you prepare questions for the employer," says Halina Mokryk, human resources manager of KP Publications. "Company Web sites and the Internet will generally provide plenty of information on companies and potential privileges or problems associated with the employer," she explains. If you know someone who already works at the company, they're obviously a useful source of information; if you don't know anyone, the company's Web site will normally provide plenty of info.

**6. Don't rush.**  
When you're offered a job, don't get over-excited. Be sure that you really want the job before you accept it.

**7. Profit from your failures.**  
Many companies will give you feedback on an interview if you're not successful. Be sure to phone the company if you are not offered the job, and ask them where you were lacking. What they say can help you identify weaknesses in your skills and your interview techniques, which you can rectify before your next interview.

*Yuriy Yaroshenko is the Kyiv Post's Employment columnist. If you have questions or comments about job hunting or employment issues, please contact Yuriy by e-mail at yaroshenko@kyivpost.com or by telephone at 496-1111. The Kyiv Post neither solicits nor accepts payment for the information in this column.*