

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!**



UMC JOB OFFERS

There's never been a more exciting time to join Ukraine's leading mobile communications company. The mobile market in Ukraine is one of the fastest growing and UMC is revolutionising the way people communicate. With over 4 million customers, we're firmly established as Ukraine's No. 1 mobile operator. UMC strives to be the dream workplace for top professionals.

Marketing and Sales

Customer Development Manager

Summary:

Developing a deep customer understanding and aligning the Company to deliver value to customer based on this understanding.

Requirements:

- Experience in consumer marketing and/or CRM programs, preferable in telecommunications;
- Higher education, preferable in economics;
- Excellent interpersonal and communication skills;
- Analytical and presentation skills;
- Strong team player;
- Fluent English.

Marketing Analyst

Job Summary:

Analysis of customer base, business cases development and analysis, segmentation.

Requirements:

- Higher Economic or Technical education;
- Relevant busyness analysis experience - not less than 2 years;
- Outstanding analytical skills;
- Advanced PC skills: MS Access, Excel, PowerPoint, Word;
- Fluent English.

Technical and IS

Head of Project Management Department

Summary:

To assure overall coordination between the projects and efficient utilization of all available resources.

To assure a qualitative level of management of the projects in order to execute project completion within agreed time, budget and quality.

Requirements:

- Higher IT or a comparable education;
- Adequate professional training level in various aspects of a telecommunication/IT infrastructure, Project Management methods and tools, Change Management;
- Experience as a manager of IT or technical projects - minimum 4 years;
- Good organization and planning skills;
- Good leadership, interpersonal and communication skills;
- Professional PC skills;
- Fluent English.

Project Manager

Summary:

To manage projects and to meet project targets within budget, time and according to specifications.

Requirements:

- Higher IT or a comparable education;
- Adequate professional training level in various aspects of a telecommunication/IT infrastructure, Project Management methods and tools;
- Experience as a manager of IT or technical projects - minimum 2 years;
- Good organization and planning skills;
- Good interpersonal and communication skills;
- Professional PC skills;
- English: technical reading is required, writing and speaking is highly desirable.

Test engineer

Summary:

Structured testing of developed software to assure its quality.

Requirements:

- Higher degree in IT / Computer Science or a comparable education;
- Basic UNIX knowledge;
- Database knowledge on working level, fluent SQL;
- Practical knowledge with ORACLE RDBMS;
- Working experience with automated testing tools;
- Knowledge of testing methodology;
- Experience in telecommunications environment is appreciated;
- English: technical reading.

System Analyst

Summary:

Participation in designing of the system landscape in a complex IT environment
System or project analysis and a leading role in system development & implementation.

General requirements:

- Higher degree in IT / Computer Science or a comparable education;
- Database objects modeling, fluent SQL;
- Practical knowledge with ORACLE RDBMS
- Practical experience of integration of different IS
- Project management capabilities
- Experience in telecommunications environment is appreciated;
- English: technical reading is required, writing and speaking is desirable

Specific requirements for Data Warehouse analyst:

- Strong mathematical background;
- Experience in statistical analysis;
- Basic UNIX knowledge;
- Practical SQL, PL/SQL knowledge;
- Experience with data warehouse technology.

Specific requirements for Billing System analyst:

- Fluent UNIX, its philosophy;
- UNIX scripting;
- C++ knowledge;

Specific requirements for CRM/SCM analyst:

- Working experience in CRM/SCM system development;
- Basic UNIX knowledge;
- Experience in web-based technologies.

Head of IP Network Development Department

Summary:

To assure qualified management of UMC activities concerning the development and implementation of new IP services and belonging network infrastructure.

Requirements:

- High degree in IT / Computer Science or a comparable education;
- Adequate professional training level in various aspects of a telecommunication/IT infrastructure, Personnel Management;
- Management experience in a telecommunication/IP - during at least 2 years;
- Good organization and planning skills;
- Good leadership, interpersonal and communication skills;
- Fluent English.

Leading hardware engineer

Summary:

To manage planning, development and implementation of the service platform and network infrastructure.

Requirements:

- High degree in IT or a comparable technical education;
- Adequate professional training level in various aspects of a telecommunication/IT infrastructure and system platform;
- Knowledge of the following platforms and OS: Sun, Cisco, various UNIX, Cisco IOS, cabling network and PBX;
- Working experience in telecommunication/IT - minimum 3 years;
- Good organization, planning and analytical skills;
- Professional PC skills;
- Intermediate English.

Hardware engineer

Summary:

Development and implementation of the service platform and network infrastructure.

Requirements:

- Higher degree, preferably in the IT discipline;
- Base knowledge of the following platforms and OS: Sun, Cisco, various UNIX, Cisco IOS, cabling network and PBX;
- Working experience in telecommunication/IT - minimum 3 years;
- Professional PC skills;
- Knowledge of technical English.

Leading IP software engineer

Summary:

To manage planning, development and implementation of IP-based telecommunication services.

Requirements:

- Higher degree, preferably in the IT discipline;
- Adequate professional training level in various aspects of a telecommunication/IT infrastructure and system platforms;
- Working experience in telecommunication/IT - minimum 3 years;
- Knowledge and experience in using modern software technologies and programming languages such as: UNIX, Perl, Tcl, C, C++, SQL, PL/SQL, Oracle, JavaScript, EJB, ABAP, Java technology, J2EE, PHP, XML, WAP;
- Good organization, planning and analytical skills;
- Professional PC skills, Intermediate English.

IP software engineer

Summary:

Development and implementation of IP-based telecommunication services.

Requirements:

- Higher degree, preferably in the IT discipline, or a comparable technical education;
- Adequate professional training level in various aspects of telecommunication/IP services;
- Knowledge and experience in using modern technologies and programming languages, such as: UNIX, Perl, Tcl, C, C++, SQL, PL/SQL, Oracle, JavaScript, EJB, ABAP, Java technology, J2EE, PHP, XML, WAP;
- Working experience in of telecommunication/IT - minimum 3 years;
- Knowledge of technical English.

VAS IN Engineer

Summary:

Development and implementation of Value Added Telecommunication Services in an Intelligent Network Environment.

Requirements:

- Higher degree, preferably in the telecommunications discipline;
- Working experience in a similar position for more than 2 years;
- Good knowledge of IN-based network standards and infrastructure;
- Good organization, planning and analytical skills;
- Professional PC skills, Fluent English.

VAS Engineer

Summary:

Development and implementation of Value Added Telecommunication Services.

Requirements:

- Higher degree, preferably in the telecommunications discipline;
- Working experience in a similar position for more than 2 years;
- Good knowledge of telecommunication network standards and infrastructure;
- Good organization, planning and analytical skills;
- Professional PC skills, Fluent English.

Expert in technical statistics & tendering

Summary:

Monitoring and reporting of platform capacity utilization.
Preparation of technical requirements for tendering of service platforms.

Requirements:

- High technical education (Telecommunications);
- Good knowledge of statistics, reporting and tender performing;
- Basic finances knowledge;
- Good organization, planning and analytical skills;
- Professional PC skills;
- Fluent English.

Finance

Business Processes Expert

Summary:

To develop and improve business processes models. Continuous updating of business processes models.

Requirements:

- Higher economic or technical education;
- Experience at the similar position - minimum 3 years;
- Good knowledge of business modeling and description standards;
- Good interpersonal and communication skills;
- English: fluent reading, writing and speaking.

**Please fax your resume to +38 (044) 516 50 83 or by e-mail: recruitment@umc.ua
Privacy guaranteed**

**FOCUS ON YOUR CORE BUSINESS,
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

«Brain Source International Ltd.»
Tel/Fax: **(044) 531 98 84**
Email: **outsourcing@brain-source.com**
www.brain-source.com

US NGO is looking for:

Auditing Dept. Head

- 2-3 years' experience in similar position
- excellent written and spoken command of English
- PC literate
- good communication skills

Designer

designer for development and support of functioning of company's web-site; design of brochures, reports, and presentations.

Requirements:

- Experience
- Portfolio
- Excellent relevant knowledge
- Fluent English is a must.

Secretary

- 1-2 years' experience in similar position
- excellent written and spoken command of English
- PC literate
- good communication skills

Send your CV and salary requirements to:
office@joint.kiev.ua



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

- ◆ **Managing Director** (FMCG, experience with multinational companies)
- ◆ **Marketing Director** (FMCG, international experience is a plus)
- ◆ **Head of Legal Department** (Corporate Law, Zaporizhie)
- ◆ **Finance Director** (for telecommunication company)
- ◆ **Business Developer for Metal Products** (knowledge of Metal products producers and suppliers)
- ◆ **Purchasing Manager** (industrial equipment and materials)
- ◆ **Marketing Assistant** (industrial sector, technical degree is a must, marketing experience)

- RECRUITMENT
- PERSONNEL AUDIT
- ASSESSMENT/DEVELOPMENT CENTERS
- OUTSTAFFING
- STAFF LEASING
- OUTPLACEMENT

For all vacancies English is a must
Hot vacancies at: **www.powerfact.com.ua**



STAFF STANDARD

For confidential consideration, please send your resume to **STAFF STANDARD** by fax 517-0859, 517-1463, by e-mail: **stafstan@adamant.net** or to Kyiv 02002, PO BOX 326.
!!! Welcome to our new site www.stafstan.com !!!

HEAD OF LEGAL DEPARTMENT (Multinational Production Company)	- Higher legal education, aged under 40, fluent English, 5+years of relevant work experience in foreign company.
NATIONAL SALES MANAGER (Multinational FMCG Company)	- Male, aged under 40, University degree, 3+years of relevant experience, good command of English.
FOOD TECHNOLOGIST (Multinational Production Company)	- University degree on food chemistry or engineering, male/female aged under 35 years, general understanding of Project Management, good English, 3-5 years experience in product development (required).
JUNIOR BRAND MANAGER (Multinational FMCG Company)	- University degree in Economics, male/female aged under 28 years, fluent English, 2+years of experience in the company on the concrete brand or in full-service agency.



"Celenia Software Ukraine Ltd."

is a fast-growing international software company. We can offer you professional development as a **HR Manager**.

We expect you to have:

- A good command of English (mandatory)
- Substantial experience as a HR manager in western Company
- Experience in creating motivation, adaptation, development and loyalty programmes for personnel
- Experience in preparing of HR policies and bonus programmes
- Strong experience in recruiting
- Experience in organizing personnel management system and its implementation

We guarantee:

- Excellent career opportunities
- A defined social-benefit package
- A competitive salary that will be discussed in the interview
- English lessons

E-mail for CVs **hrm@celenia.com**, tel. number **044 568 5111**

WINNER FORD KYIV

HAS IMMEDIATE OPENING FOR THE POSITION 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

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**



Outdoor advertising specialist

International media company specializing in outdoor advertising is a leading candidate to join our team and oversee our office.

We are a leading company in outdoor advertising with experience in several Eastern European markets. We have aggressive plans for development of outdoor advertising market in Ukraine.

We are looking for a highly-qualified specialist in outdoor advertisement to join our team to oversee all questions of permissions, approval of outdoor sites as well as questions of development of locations, building sites and maintaining sites.

Requirements:

- ⇒ experience in the outdoor market in Ukraine
- ⇒ proven ability to oversee approval process for outdoor sites and manage negotiations with local government officials
- ⇒ management ability
- ⇒ English language ability a strong plus

Please send a cv and cover letter with full employment details, including current salary to:
ukroutdoor@yahoo.com



DEVELOPMENT ALTERNATIVES, INC.
an international consulting firm
implementing the USAID-funded BIZPRO project,
is currently seeking qualified candidates
for the positions of



**COMMUNICATION SPECIALIST
and
EDITOR (part-time)**

Please visit our website **www.bizpro.org.ua** (Employment section) for detailed scopes of work and qualification requirements. **Qualified candidates are requested to submit their resumes by June 11th, 2004 by fax: 568 59 39 or via e-mail: jobs@dai.kiev.ua** In the subject of your email or fax please indicate the name of the position you are applying for. **NO TELEPHONE INQUIRIES WILL BE ACCEPTED**

Rodson Universal Inc
is looking for an experienced

Personal Assistant/Translator

Requirements:

- * University degree in Linguistics
- * 2+ relevant working experience
- * Fluent English, Russian & Ukrainian
- * Business, legal and technical English translation

Skills:

- * Advanced PC skills: MS Office, graphical tools
- * Communicability
- * Ability to travel & work under pressure
- * Responsibility & loyalty

Please fax your CV to **(044)234 74 77** or send email it to **kievoffice@rodson.com**
8 050 331 7573 8 271 40351

Eine international renommierte **Logistikgruppe** im automotiven Umfeld hat ihre Strategie klar auf **Expansion** in den südosteuropäischen Raum ausgerichtet. Für unseren Standort in der Ukraine suchen wir zum **sofortigen Eintritt** eine/n

Transport- und Logistikmanager(in) und Geschäftsführer(In)

Verantwortungsbereiche	Profil
<ul style="list-style-type: none"> > Aufbau und Ausbau der Transportorganisation > Intensive Kundenkontakte national und teilweise international > Aufbau eines motivierten Mitarbeiterteams sowie Mitarbeiterführung > Aufbau eines Controlling- und Reportingsystems 	<ul style="list-style-type: none"> > Sprachenkenntnisse Verhandlungssicheres Ukrainisch/Russisch und Deutsch > Bereits erfolgreich geleitete Operation in der Transportbranche > Affinität für Zahlen > Unternehmerisches Denken und Handeln > Zuverlässige Arbeitsweise > Hohes Maß an Eigenmotivation und Durchsetzungsstärke > Soziale Kompetenz und Kommunikationsfähigkeit

Wenn Sie der geeignete Kandidat für diese verantwortungsvolle Stelle sind, freuen wir uns auf Ihre Bewerbung in **deutscher Sprache** via E-Mail an: **application1@gmx.at**

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**

American-Ukrainian Agricultural Holding
is seeking an

ASSISTANT TO THE CHIEF FINANCIAL OFFICER

The ideal candidate must have strong administrative and organizational skills as well as basic finance and accounting.

Their responsibilities will be to

- support administrative requirements of CFO and Financial Controller;
- support Chief Accountant in performing financial, tax and management accounting function.

The candidate should possess a fluent English and Ukrainian language skills, MS Office computer skills, have experience in basic accounting and 1C system, be proactive and take initiative. Experience in Western companies and with US GAAP is desirable.

Please send your CV at E-mail **zhanna@kau.kiev.ua**
Fax # **2957275, 2946001**

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** no later than **June 7, 2004**

MANAGER WANTED

RL Global the newest most innovation introduction/marriage agency needs a high-level individual to manage our affairs in Ukraine. The correct person will love challenge, be organized, and creative in the various ways we will grow our business.

Salary/compensation will be significant for the right individual.

Please send CV to: **info@rlglobal.com**
driglobal@comcast.net



International non-profit organisation **'AIDS Foundation East-West' (AFEW)** seeks for its Regional office in Kiev responsible:

TRAINING MODULES DEVELOPMENT SUPERVISOR

To co-ordinate the development, dissemination and follow-up of a comprehensive training package on "HIV/AIDS Prevention for Injecting Drug Users (Harm Reduction)" on behalf of AFEW for the Harm Reduction Knowledge Hub (GTZ/WHO initiative). This includes reviewing available training modules and materials in Russian and English.

Requirements:

- University or higher vocational training, preferably in psychology, medicine, social work
- Good experience and skills in working in HIV/AIDS, harm reduction and/or training programmes. Experience in compiling training materials, particularly manuals, would be an asset
- Experience in project management
- Excellent communication, presentation and negotiation skills
- Good knowledge and experience in Word, Excel, Outlook, Internet
- Fluency in English and Russian

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, Regional Director: **anja_teltschik@afew.org** by **June 14, 2004**.