

## 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!**



**adidas Ukraine**

is currently seeking qualified applicants to fill in the following position in our Kiev Office:

**JOB TITLE: SECRETARY**

The ideal candidate must be able to demonstrate that she:

- has a relevant work experience.
- possesses a good knowledge of English with a clear speaking voice.
- possesses a 'Can do' attitude
- has a cheerful, friendly personality.
- has good keyboard skills
- has a good knowledge of the following software packages, Word, Excel, Microsoft Outlook.
- is able to communicate effectively both orally and in writing.
- is willing to occasionally work outside normal office hours, if necessary, to meet the needs of the position.
- is able to demonstrate that she is able to prioritize and pays close attention to detail.

The Company offers a very competitive salary, benefits and good carrier opportunities. The position is very demanding, but very rewarding for the right candidate.

Please send your CV in English and cover letter to [job@adidas.kiev.ua](mailto:job@adidas.kiev.ua) or **490 28 35** (fax)

**APPLICATION DEADLINE:**  
7.00 p.m. August 13, 2004

We are one of the leading companies in Europe with 213 establishments and with more than 7.000 employees. We dispose of a world-wide network of logistical experiences and a well-trained crew of forwarding people.

**We are looking for**

**OPERATION MANAGER FOR OUR OFFICE IN KIEV**

*The following qualifications are presupposed:*

- Excellent command of English language
- Commercial education
- 3-5 years experience in transport-forwarding business
- Good negotiation skills
- Team player

We offer you a many-sided challenge with much responsibility, progressive and pleasant working conditions and decent salary.

We would be please to receive your written application (English) with the curriculum vitae (English).  
e-mail: [Caucasian\\_job@ukr.net](mailto:Caucasian_job@ukr.net)

**INTERNATIONAL BANK IS LOOKING FOR AN ANALYST IN RISK MANAGEMENT DEPARTMENT**

**WE OFFER:**

- work experience with an international bank,
- training and real banking career in the most interesting and developing area – risk management,
- negotiable remuneration package.

**REQUIREMENTS:**

- banking experience (international is a plus),
- knowledge of risk management principles,
- logical thinking/analytical skills,
- advanced Excel skills (MS Access is a plus),
- good English.

**Please, send your CVs to:**  
[head\\_hunter@bigmir.net](mailto:head_hunter@bigmir.net)




Tel.: (044) 228-7103, 228-7444, (067) 784-2704; Fax: (044) 228-2059; [info@powerfact.com.ua](mailto:info@powerfact.com.ua)

- ◆ **Product Manager** (experience in consumer advertising, brand development&products launches)
- ◆ **HR Manager** (experience in all HR related fields, strong leadership skills, active personality)
- ◆ **Benefits & Compensation Manager** (experience with western company over 100 people staff)
- ◆ **Head of SAP R/3 implementation group** (finance knowledge, experience in ERP systems implementation)
- ◆ **Marketing Manager** (experience in corporate marketing and PR with consulting company)
- ◆ **Finance Manager** (international company, USGAP, IAS, experience at senior finance position)
- ◆ **Marketing Assistant** (industrial division, preferably automotive, degree in marketing)
- ◆ **Sales Manager** (international company, telecom, high-tech, audio/video/home appliances)

*For all vacancies English is a must*

**See all current vacancies at: [www.powerfact.com.ua](http://www.powerfact.com.ua)**

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

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e-mail: [Caucasian\\_job@ukr.net](mailto:Caucasian_job@ukr.net)

USAID-funded JSI/"Mother and Infant Health Project" is seeking candidates for the following positions based in the Kyiv office:

**Behavior Change & Communication / Informational & Educational Component Specialist**

*Requirements:*

- Experience working with development of health-related informational and educational materials
- Computer literacy (MS Office, Photoshop, MS Publisher)
- Fluent English

**Specialist in Prevention of HIV Mother-to-child Transmission (pMTCT)**

*Requirements:*

- Experience working with HIV / AIDS Programs focusing on pMTCT
- Fluent English
- Computer literate

Please forward your CVs by e-mail: [sasha@jsi.com.ua](mailto:sasha@jsi.com.ua) or by fax **(044) 205-3162**  
*Applications' deadline is August 20, 2004*



**WE SEARCH – YOU WIN.  
WE ARE SEARCHING FOR:**

**Managing Director Ukraine (code BV 2104)**  
**Well-known multinational automotive company (Fortune 500)**

Requirements: University degree, 3+ years experience on the position of General Manager/Sales Director within a famous foreign company (automotive, machinery, etc.). Extensive strategic thinking, knowledge of sales, marketing, finance, legislation; excellent organizational skills.

**Sales Representative Agriculture (Central Ukraine) (code BV 2105)**  
**World-leading chemical company**

University degree (Agriculture), 1+ years experience in sales within international company (agriculture sphere is preferred), strong PC skills, good presentation and interpersonal skills, driving experience and license, readiness to business trips.

**Technical Support Specialist (Oracle Applications)(code BV2102)**  
**Famous multinational company (Fortune500)**

University degree, 2+ years of professional experience with Oracle Applications, knowledge of PL/SQL, SQL; SQL Loader, Oracle Bi (9i) Database Enterprise Edition, previous experience with 3 of the following operation systems: HP UX, Sun Solaris, Unix, Windows 95/98/NT/2000, Linux; good working knowledge of English.

**Brand Manager (code EG 2122)**  
**Well-known foreign FMCG company**

University degree (Marketing is preferred), professional experience in developing FMCG brand in a foreign company, excellent knowledge of Ukrainian FMCG market patterns, working knowledge of English, creative thinker, team player.

**When sending your resume please indicate code and name of the vacancy in a subject line of your message.**  
Our Clients offer interesting work and competitive salary.  
All applications will be handled in strict confidence.  
**RECRUITING AGENCY PERSONNEL**  
**Tel. 461 79 72 (serial), E-mail: [cv@personnel.kiev.ua](mailto:cv@personnel.kiev.ua)**



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DEVELOPMENT ALTERNATIVES, INC.  
an international consulting firm  
implementing the USAID-funded BIZPRO project.

is currently seeking qualified candidates for the following position:

**SECRETARY/PROJECT ASSISTANT**

Please visit our website [www.bizpro.org.ua](http://www.bizpro.org.ua) (Employment section) for detailed scopes of work and qualification requirements.

Qualified candidates are requested to submit their resumes by August 13th, 2004 by fax: 568 59 39 or via e-mail: [jobs@bizpro.kiev.ua](mailto:jobs@bizpro.kiev.ua) in the subject of your e-mail or fax please indicate the name of the position you are applying for.  
NO TELEPHONE INQUIRIES WILL BE ACCEPTED

**Finance/Management**

**RESUME**

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, Director. Call Leonid: 8-050-332-2011 or mail: [chimlab@i.com.ua](mailto:chimlab@i.com.ua)

**ICT Project Manager**

**RESUME**

Experienced senior ICT Project Manager, 6+ years experience in international companies in IT, Telecommunications, hardware, software, networking, contactcenters and CRM projects, is looking for a Kiev based position. Contract or Permanent. Fluent speaker of English, German and Dutch. Contact: Erik, [erik\\_xy237@hotmail.com](mailto:erik_xy237@hotmail.com). Tel.: +316 263 224 95

**Interpreter**

**RESUME**

Experienced freelance interpreter Ukr/Rus/Eng can work in Kiev or in regions, flexible hours, energetic. Pls., call +38-050-9498261, [daniilchuk@yahoo.com](mailto:daniilchuk@yahoo.com), Dmitry Daniilchuk

**IS/IT Top Management**

**RESUME**

Male, institute degree, 8 year experience in a big multinational corporation in FMCG industry, qualified in country IS strategy planning, country IS organization management/streamlining/development, people management/coaching/training/performance assessment, IS/IT budget development/tracking/planning and review, IS policies and procedures development/management and control, company business applications, ERP systems implementation/development, SW portfolio harmonization, IT infrastructure start up/management/development, international networking and international projects leading. Phone +380506891930. E-mail: [abelinsk@online.com.ua](mailto:abelinsk@online.com.ua)

**KINDERGARTEN/PRIMARY SCHOOL TEACHERS AND SECRETARY NEEDED**

**QUALIFICATIONS REQUIREMENTS**

- 2+ years of work experience
- Fluent English (Basic for secretary)
- Responsible, flexible, easygoing, initiative

**Please send your C.V. on e-mail:**  
[inform@mischool.kiev.ua](mailto:inform@mischool.kiev.ua)  
**or by fax: (380) 44 434-88-80**

**Project manager**

**RESUME**

F, 23, University degree, looking for perspective job in Western company as project manager, sales manager, assistant for marketing manager. Tel.: 8-067-905-8605, [bgg-kiev@mail.ru](mailto:bgg-kiev@mail.ru). Inna Titarenko

**Personal Assistant/Office Manager**

**RESUME**

Lady, 31, University degree in Linguistics (English & German). High level of proficiency, excellent organizational skills, PC literate. Practice in translating. Call Victoria, 8-050-944-1938, 532-5866 (home)

**ADMINISTRATOR**

A British technical assistance project is looking for an office administrator

The Administrator will work in the Project Management Unit based in Kyiv. Duties will include general office administration and bookkeeping. Candidates should be English speaking and have bookkeeping and relevant computer experience (WORD, EXCEL, etc.)

Applications should consist of a curriculum vitae and a covering e-mail letter. The applications are to be submitted to [pmu@urlp.org.ua](mailto:pmu@urlp.org.ua) by 20 August 2004

**Telecom Company is seeking an Technical Sales Support Engineer**

**Qualifications requirements:**

- higher technical (preferably telecom/IT) education;
- practical knowledge of system engineering of telecom solutions (switching, wireless, packet data products), preparation and drawing up proposals;
- professional training level in telecom technology&equipment&solution&protocol aspects;
- working experience in telecom area - minimum 3 years
- professional PC skills (MS Excel & Word, Power Point, etc.);
- fluent English;
- team player.

Please fax your resume to +38044 490 6950 or email: [otsidulkina@chezaratech.com](mailto:otsidulkina@chezaratech.com)



*Our client, a large industrial holding, is looking for an experienced top-manager for a position of a*

**➔ GENERAL DIRECTOR**

*The successful candidate will possess the following experience and personal traits:*

- ◆ Experience in running a big multi-level company, holding (construction, machine building, engineering) with a large head-count and large operations
- ◆ Experience in restructuring, business optimization
- ◆ Strong finance background
- ◆ Strong business planning and organizational skills
- ◆ Strong operation management skills
- ◆ Strong analytical skills
- ◆ Strong leadership skills
- ◆ Results driven
- ◆ Energetic and initiative
- ◆ The candidate should be able to develop systems to achieve results
- ◆ Western top management experience is much welcome
- ◆ Western MBA is much preferred.

*Please, apply with Your CV and Cover to [aa@brain-source.com](mailto:aa@brain-source.com)  
For confidential inquiries, please, call 8050 140 77 29*

Call: 202-813-1000, 202-295-1400, 202-279-1400 [www.idealmatch.com](http://www.idealmatch.com)

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