

POSITION ANNOUNCEMENT

Chemonics International Inc. seeks highly-qualified Ukrainian professional for the following position on the USAID Fair, Accountable, Independent, and Responsible (FAIR) Judiciary Program in Ukraine:

Grants / Subcontracts Coordinator**DUTIES AND RESPONSIBILITIES:**

- Assist in administrating activities related to FAIR grants with civil society organizations and subcontracts in compliance with FAIR Grants and Subcontracts Manual, USAID regulations, and GOU laws.
- Provide assistance in administrating full grants and subcontracts cycle: draft solicitations ensuring fair and open competition, prepare evaluation documentation in order to identify potential grantees and subcontractors, draft selection memorandums, prepare award agreements, track submission of grantee reports, serve as an effective liaison between project technical staff and grantees (NGOs), assist in grant and subcontract close-out.
- Manage procurement logistics under subcontracts.
- Maintain current, complete, and audit-ready records of grants and subcontracts.
- Provide support to Monitoring and Evaluation project efforts including entering data into M&E data base and maintaining list of participants of FAIR events and other M&E data as required.

JOB QUALIFICATIONS:

- Degree in management, finance, economics, law, social or a related field.
- Minimum two years of relevant experience, preferably with grants/ subcontracts, civil society programs and financial management for USAID and other donor funded projects.
- Ability to communicate clearly and effectively in English and Ukrainian required.

Please submit resume and cover letter in English to office@fair.org.ua by **January 31, 2014**, with the position in the subject line.

No telephone inquiries, please. Shortlisted candidates will be contacted.

POSITION ANNOUNCEMENT

Chemonics International, through the USAID-funded Strengthening Tuberculosis Control in Ukraine Project, seeks a highly-qualified Ukrainian professional for the full-time long-term position of

Administrative Assistant**Duties and Responsibilities:**

- Maintain administrative systems, including but not limited to communication logs, filing systems, and multiple trackers.
- Prepare project correspondence, file all relevant hard-copy correspondence.
- Help coordinate procurement needs, such as project goods and services, ordering of supplies for the office, and inventory tracking.
- Assist the project technical staff in arranging travel and hotel accommodations and for all project-related travel.
- Coordinate logistics for project events, including conferences, workshops, and trainings.
- Record meeting minutes at project staff meetings, mail documents as needed to the home office, and perform other office tasks as required.

Job Qualifications:

- Bachelor's degree in business, project management, economics or relevant field;
- At least two (2) years professional experience in relevant job function;
- Demonstrated leadership, versatility, and integrity;
- Oral and written English, Ukrainian and Russian language proficiency;
- Advanced skills in using word processing, spreadsheet and electronic communication programs;
- Possess excellent organizational and multi-tasking skills, ability to communicate clearly and effectively, excellent customer service skills and positive attitude.

Please submit resume to resume@stbcu.com.ua by or before **January 31, 2014** referencing subject "Administrative Assistant".

Please, no telephone inquiries. Only qualified candidates will be contacted.



EUROPEAN UNION
DELEGATION TO UKRAINE

The Delegation of the European Union to Ukraine is currently seeking to recruit for the following position:

SECRETARY

For further information about this and other current vacancies at the Delegation of the European Union to Ukraine please consult the website: http://ec.europa.eu/delegations/ukraine/vacancies/index_en.htm

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BUSINESS REPORTER

We are looking for somebody interested in writing about start-ups and small firms as well as about Ukraine's largest companies.

We want someone who is comfortable meeting with CEOs and who is equally at ease in studying financial documents.

We need a trend-spotter and a go-getter who breaks stories and who is Internet savvy.

The ideal candidate should know how markets function and how the financial world works yet be able to convey these complexities in simple terms to the reader. Fluency in English, Ukrainian and Russian is mandatory.

Candidates should send their CVs, three story ideas and three writing samples to Kyiv Post chief editor Brian Bonner at bonner@kyivpost.com



Pact seeks a **Capacity Development (CD) Advisor** for USAID-funded RESPOND project aimed at improving HIV/AIDS services among key populations in Ukraine.

The CD Advisor provides technical direction and oversight to the design and delivery of all capacity building activities targeted at strengthening the capacity of Ukrainian institutions to deliver quality HIV/AIDS services. The CD Advisor supervises a team of program officers and reports to the Chief of Party.

Education and Experience Requirements:

- Master degree in public health or a related social science
- A minimum of 5 years relevant experience in capacity development and community mobilization
- Extensive knowledge of and management experience in HIV/AIDS programming (design, development, implementation, evaluation).
- At least three years' experience in USAID-funded programs
- Proven track record of success in managing, coaching, and mentoring staff
- Proficiency in English is required

To apply:

Please send your CV and Cover Letter to jobs_respond@pact.org.ua not later than **January 31, 2014**.

Only shortlisted candidates will be contacted.



Pact seeks a **Financial Manager** for USAID funded Ukraine National Initiatives to Enhance Reforms project aimed to strengthen and assist leading pro-reform Ukrainian civil society organizations. Financial Manager is responsible for full cycle of financial management of the project; strategic planning and budget development; audit and finance; internal controls; policies and procedures compliance; control program expenditures and ensure timely billing and expense collection; prepare monthly financial reports, and performs additional duties as assigned. Financial Manager provides overall financial support to Director of Finance and Country Director.

Education and Experience Requirements:

- BA/BS in Finance, Accounting, or related field required, CPA Certification preferable;
- At least 3-years of relevant experience with USAID-funded project preferred;
- Knowledge of Ukrainian and international accounting standards;
- Knowledge of Ukrainian accounting rules and laws;
- Excellent computer skills are required, including database, spreadsheets, accounting software (Excel, QuickBooks or similar) and word processing;
- Fluent Ukrainian, English and Russian language skills, both written and spoken.

To apply:

Please send your CV and cover letter to jobs@pact.org.ua and put "Financial Manager" in the subject by **January 26, 2013**.

Short-listed candidates will be invited for interview.

Place your
**MINI
RESUME**
for 110 UAH

JOB OPPORTUNITY

Deloitte is seeking resumes for a **Health Policy Advisor and Information Technology Specialist — Portal Advisor** to support a five year USAID funded project 'Health Systems Strengthening for a Sustainable HIV/AIDS Response in Ukraine'. These are full time positions based in Kiev, Ukraine. Applicants with Ukrainian citizenship are preferred.

IT/Portal Advisor will be a dedicated resource to the design and creation of a Communications Portal and an Information and knowledge management IT environment.

Health Policy Advisor will provide technical assistance support aligned with all project efforts through means of evidence-based policy and strategy advice to the Ukrainian Government aiming for a sustainable and cost-effective HIV/AIDS response

For qualifications and job descriptions refer to: <http://www.kyivpost.com/employment/> Qualified candidates should send resume and cover letter to clmadden@deloitte.com by **January 28, 2014**. Only candidates who are shortlisted will be contacted.

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(Send Photo)

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