



**DIRECTOR**  
**KYIV FULBRIGHT OFFICE**

Applications are invited from American citizens for the Kyiv-based position of Director of the Kyiv Fulbright Office. The Director reports to the Public Affairs Section (PAS) of the United States Embassy in Ukraine and to the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State in Washington. S/he is responsible for both long-term planning and the day-to-day management of the Fulbright Office's wide range of programs and budget. The Director is expected to monitor the program and make recommendations to PAS and ECA on measures to ensure its growth and development. S/he liaises with Ukrainian government and educational bodies to further develop exchanges with the United States. The position requires travel throughout Ukraine to promote and encourage applications from all regions and all universities in Ukraine for the Fulbright program. The Director must be strongly committed to promoting mutual understanding between the United States of America and Ukraine.

**Essential Qualifications:**

- A minimum of five years' experience in the field of international educational exchange or university-level recruitment for firms hiring highly talented students (knowledge of, or experience with, U.S. Government programs an advantage)
- Thorough understanding of American and Ukrainian society, culture and educational systems
- Demonstrated experience in program and fiscal management, academic recruitment, personnel administration and outreach / public relations
- Proven track record of dynamic leadership, strategic planning and organizational innovation
- Ability to interact effectively with American and Ukrainian academics, government officials, NGO and business leaders
- Strong oral, written and interpersonal communication skills; proficiency in English and Ukrainian required.
- Knowledge of Russian (in addition to Ukrainian) a plus.
- Familiarity with modern information systems (Internet, e-mail, other new media)
- Minimum of Masters Degree required
- Demonstrated record of innovation and creativity

The successful candidate will start no later than September, 2012. Salary is negotiable and commensurate with experience and qualifications. A letter of application addressing the above qualifications and accompanied by a CV should be sent by e-mail to **KyivDirector@state.gov** no later than June 08, 2012. Questions about the position may also be submitted to this address. Only applications received by the closing date will be considered.

Information about the Fulbright Program in Ukraine can be found at:  
**[www.fulbright.org.ua](http://www.fulbright.org.ua)**

