**Application package on competitive selection for the position of the Management Board member responsible for operations of JSC “The State Export-Import Bank of Ukraine”**

To apply to the competitive selection, the candidate should send to [l.myronchuk@wardhowell.com.ua](mailto:l.myronchuk@wardhowell.com.ua) the following documents in English or Ukrainian by 18:00 pm Kyiv time on 15 April 2024:

1. a scanned copy of the signed application for participation in the competition (per the attached form);
2. a duly certified copy[[1]](#footnote-1) of the personal identification document;
3. a curriculum vitae (resume);
4. an information summary (per the attached form);
5. a motivational letter;
6. a duly certified copy of the certificate of university degree;
7. a scanned copy of the signed consent to personal data processing (per the attached form);
8. a scanned copy of the signed letter confirming the absence of a conflict of interest or containing information on relevant conflicts of interest and a proposal to eliminate or resolve them (per the attached form);
9. other documents at his/her discretion.

Before the interview with the Supervisory Board, the candidate shall submit the following documents in English or Ukrainian to [l.myronchuk@wardhowell.com.ua](mailto:l.myronchuk@wardhowell.com.ua):

1. a duly certified copy of the employment record book (if any) or another relevant document (in case, the candidate does not have employment record book he/she shall submit duly certified copy of reference letters from employers with specified terms of work or duly certified abstract from tax register or other document confirming terms of work);
2. duly certified copies of reference letters (if any);
3. a duly certified copies of the documents certifying additional degrees (trainings), knowledge, managerial experience and practical skills that are desirable or required for the potential Management Board member responsible for operations to perform his/her official duties, subject to the key areas of business, strategy and business plan of the Bank, and the functional load and areas of his/her responsibility (if appropriate);
4. a duly certified copy of document issued by the competent authority of the jurisdiction of the candidate's tax residency, which certifies the status of performance of obligations regarding the payment of taxes, duties and other charges or confirmation/statement/letter from the competent authority or certified attorney confirming that the tax authorities of the relevant jurisdiction do not issue such a document;
5. a duly certified copy of certificate issued by the competent authority of the jurisdiction of the candidate's permanent residence, which certifies the absence of criminal records;
6. a duly certified copy of document about the candidate’s credit history, which is issued by qualified credit history bureaus (by each of: First all-Ukrainian Bureau of Credit Histories, Ukrainian Bureau of Credit Histories and International Bureau of Credit Histories). Non-residents of Ukraine file information or duly certified copy of the information about the candidate’s credit history from the largest credit history bureau located in the country in which they are resident;
7. a duly certified copy issued by the body of banking supervision of a foreign country, in which the candidate held an office for the preceding three years, which certifies the absence of points for criticism and facts of breach of banking legislation and internal document of the bank during the candidate's employment with banking institutions (if the candidate held office in the foreign bank in last three years).
8. other documents at his/her discretion.

At the request of Ward Howell Ukraine LLC (Ward Howell), for the purpose of having an interview with Ward Howell Ukraine LLC (Ward Howell) and for the purpose of further participation of the candidate in the competition for the position of the Management Board member responsible for operations, the candidate sends to e-mail [l.myronchuk@wardhowell.com.ua](mailto:l.myronchuk@wardhowell.com.ua) a scanned copy of the signed non-disclosure agreement between Ward Howell Ukraine LLC (Ward Howell) and the relevant candidate.

1. **duly certified** – meaning that on each page, the document must contain the words "According to the original", the signature of the person, surname and initials, the date indicated by the ballpoint pen, blue ink. [↑](#footnote-ref-1)