

A.P.I.I.T



### Promoting Quality in Higher Education through Global Partnership

APIIT-Sri Lanka, a leading higher education institute set up in partnership with APIIT-Malaysia and Staffordshire University, U.K, is part of an international collaboration with links to a wide range of reputable universities in the U.K. and Australia. APIIT-Sri Lanka offers Staffordshire University Degree Programmes and provides excellent opportunities for classroom learning, independent and group studies and research.

Our mission is to produce internationally recognized computing and business professionals who will meet the demands of the industry & commerce and contribute to the socio-economic development of the country.

APIIT-Sri Lanka is privileged to be in a position to help meet the increasing demand for high quality university education in Sri Lanka. To steer our expanding operations, we are looking for a dynamic, career oriented and highly self-motivated person for the following position:

#### Executive Secretary to the CEO

This is a Senior Management position to provide both secretarial and administrative support to the Chief Executive Officer. The person is expected to coordinate the Board of Management meetings and contribute to formulation and implementation of management policies. She will coordinate across internal departments / functions, liaise with local and foreign partner organizations and assist the CEO to achieve the organizational objectives and drive the organization towards its vision.

We are looking for a dynamic and smart female with a pleasing personality, self-confidence and positive attitude to work. She should possess excellent communication skills both verbal and written, should be very well organized and logical and should be able to multi-task and work on several projects simultaneously. Ability to handle correspondence independently and proficiency in the use of MS Office packages, e-mail and the Internet are essential. Formal education qualifications / training in secretarial and administrative functions would be an advantage.

An attractive remuneration package, a modern working environment and opportunities for learning and career advancement are on offer for the successful candidate.

Please submit a detailed CV with a recent passport-size photograph on or before 29th September 2008.



Corporate Services Manager,  
APIIT City Campus, 388, Union Place, Colombo 02.  
Tel: 2675060 Fax: 2687249  
E-mail: careers@apit.lk Web: www.apit.edu.lk

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### Client Service Manager

Should possess,

- At least 3 years experience in an Agency.
- Presentation skills
- A pleasant, outgoing personality with good leadership qualities
- Fluency in English and Sinhalese is essential
- Should be a team leader with the ability to motivate the rest of the team

### Client Service Executives

Should possess,

- At least 2 years' experience in the same capacity at a reputed agency
- A pleasant, outgoing personality
- Fluency in English and Sinhalese is essential

### Receptionist (Female)

- Candidate should be between 20-30 years of age
- Should possess at least one years' experience
- Should possess a pleasant personality
- Fluency in English and Sinhalese is essential
- Knowledge of Computer skills will be useful

Salary is negotiable. Please send in your detailed CV with contact information of two non-related referees to: [generalinfo@skillsads.com](mailto:generalinfo@skillsads.com) or Call Brindha on 4874657.

SKILLS

SKILLS ADVERTISING & MARKETING (PVT) LTD.  
132, 11th Level Road, Kirulapone, Colombo 6.



## International Fund for Agricultural Development Vacancies

IFAD Sri Lanka Country Programme Office is planning to strengthen its professional staff. Applications are called from Sri Lankan citizens to be considered to fill the following vacancies on contractual basis at the IFAD Sri Lanka Country Programme Office.

1. Country Programme Development Officer (CPDO);
2. Country Programme Policy Adviser (CPPA), and
3. Country Programme Operations Assistant (CPOA)

The CPOA vacancy will be filled immediately and the CPDO and CPPA will be filled shortly in 2008. The applicants for the CPDO and CPPA must have an advance degree in management, agriculture or social sciences with a minimum of 10 years professional experiences in research, policy or management fields. Minimum qualifications for the CPOA are an advance degree with five years of professional or management experiences. Fluency in English is a must for all vacancies.

Please apply by sending a **hardcopy of the bio-data** stating the post applied (one position per applicant) with a passport size photograph to the following address. Closing date for the applications is 22<sup>nd</sup> September 2008. Detailed job descriptions could be obtained by sending an e-mail to [anurah@sltnet.lk](mailto:anurah@sltnet.lk) with a copy to [a.herath@ifad.org](mailto:a.herath@ifad.org). Short listed applicants will be informed to complete the recruitment process.

Dr Anura Herath  
Sri Lanka Country Programme Management Facilitator  
International Fund for Agricultural Development (IFAD)  
148/32, Kandy View Garden,  
George E de Silva Mawatha,  
Kandy.  
13th September, 2008

## You're looking for more than a job we promise you a career

Standard Chartered Bank is the highest commission paying financial institution in Sri Lanka, ensuring your hard work is always rewarded. You are guaranteed to benefit from a wide choice of opportunities that will enhance your career development.

### Sales Executives – Credit Cards / Personal Loans (Multiple Vacancies)

Your role is to enhance our Credit Card and Loan business portfolio in Consumer Banking by acquiring new customers. You must have outstanding skills of persuasion and a passion for sales. Experience in sales at a financial services institution would be an added advantage.

### Senior Sales Executives – Credit Cards (Multiple Vacancies)

#### Key Responsibilities

- Focus will be on new customer segments to increase the Credit Card business in Consumer Banking.
- Work within an energetic sales team and ensure that team targets are achieved.

Candidates should have over two years sales experience at a service organisation, the ability to communicate and negotiate with potential customers and an outgoing personality with a passion for sales.

You can expect an above industry average basic salary and the best commission structure in the market. The available sales positions are on Fixed Term Contract basis with Standard Chartered Bank.

If you believe that you have what it takes to be a part of our dynamic team and grow with us, walk in with your complete CV together with the contact details for 2 non-related referees on the 17th of September 2008 from 9.00 am. to 4.00 pm. Interviews will be conducted at the HR Boardroom at Standard Chartered Bank. No: 37, York Street, Colombo 01.

Standard Chartered Bank is an equal opportunity employer

Recruitment |

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