

## VACANCY

National Development Trust Fund  
(Ministry of Finance & Planning)  
Director Credit & Development

Applications are invited from dynamic & self motivated and result oriented citizens of Sri Lanka for the Post of Director Credit and Development in the National Development Trust Fund (NDTF).

The NDTF is a Trust Functioning under the policy direction of the Ministry of Finance and Planning, that finances Micro Finance Institutions (MFI) which lend to the poor. NDTF is currently implementing several poverty alleviation programmes in all parts of the Island.

### Required Qualifications and Experience

**Academic:** Masters Degree in Finance/Economics/Public Financial Management from a recognized university.

### Experience:

10 years in a Senior Executive Grade in a Public Sector Institution or reputed Private Sector Organization. Applicants with micro – credit experience will be given special consideration. Basic awareness of IT related work, experience in Finance, HR activities and Marketing will be added qualifications.

### Language Skills:

Excellent writing and communication abilities in English.

**Age** – Below 45 years

### Salary:

All inclusive monthly salary Rs. 38,530/= 15x Rs. 1,100/- - Rs. 55,030/- (HM 1-1) + Cost of Living allowance.

### Fringe Benefits:

Transport facilities as per Government Regulations.

### Job Description:

The Director Credit & Development will report directly to the managing Director and assist him in carrying out all management functions including Disbursements of funds, Monitoring, Evaluation and Development of Partner organization (PO's), Preparation of Project Reports/Proposals, deal with donor agencies and Administrative Functions.

### Conditions of Appointment

- < Applicants should be free of encumbrances and willing to travel to all parts of the Island.
- < This appointment will be on Contract Basis for 12 months and renewable annually depending on performance.
- < All other general conditions of employment applicable to NDTF employees will apply.

### Method of Application

Applications along with the copies of all relevant certificates should be forwarded by registered post to the Managing Director, National Development Trust Fund, No. 178, Baudhaloka Mawatha, Colombo 04 on or before 24th February 2009. Please mark the post applied on the left hand corner of the envelope. Applications from employees of Public Sector Organizations should be forwarded through the respective Heads of Institutions.

**Method of Selection:** Through one or more interviews. The Board of Trustees of the NDTF reserves the right to accept or reject all or any application.

Managing Director

National Development Trust Fund,  
No. 178, Baudhaloka Mawatha, Colombo 04.



International Finance Corporation - (IFC)  
World Bank Group



### Request for Expression of Interest (REOI)

#### Capacity building of the Hikkaduwa Tourism Service Providers Association – Short Term Temporary Appointment

IFC SEDF Sri Lanka - Maldives is a multi donor funded facility managed and operated by the International Finance Corporation, the private sector arm of the World Bank Group. It is funded by the IFC and the governments of Norway and the Netherlands with the objective of promoting the growth of small and medium enterprises in Sri Lanka and the Maldives.

IFC as part of a linkage program in the southern coastal resort region of Hikkaduwa, has assisted the tourism sector to form an industry body named the "Hikkaduwa Tourism Service Providers Association" (HTSPA). HTSPA encompasses all the sub sectors in the tourism value chain from SMEs to larger firms.

The objective of the assignment is to appoint a coordinator on a short term assignment for HTSPA activities and to be the contact point between IFC, HTSPA, Sri Lanka Tourism Authority and all other stakeholders with interest in developing the Hikkaduwa tourism product. The selected candidate will have to work/stationed in Hikkaduwa. The assignment will be for a period of 4 months commencing from mid February 2009.

### Scope of Work:

The coordinator will perform the following tasks to carry out the assignment:

- Strengthen the linkage between the SMEs and the formal larger tourist establishment by continuous dialog, with both parties regarding the services and responsibilities.
- To conduct programs for the promotion of the resort area nationally and internationally
- Facilitate training programs for the enhancement of the quality of service provided by the members of the HTSPA - advice on refurbishing tourist establishments, quality of services, administration and management training including staff training.

### Eligibility Criteria:

A demonstrable experience in the tourism sector

- Experience in working in the SME sector
- Excellent oral and written communication skills in Sinhala and English.

IFC-SEDF invites eligible individual candidate / Firm to indicate their interest in providing the services in the areas mentioned above. The following should be included in the submission while expressing interest:

- An updated and detailed resume of the candidate with previous work history/ Previous experience of the Firm in handling similar assignments
- A tentative work plan with timeline
- Expected fee per day

Expression of Interest along with supporting documents mentioned above must be marked "Capacity building of the HTSPA- Short Terms Temporary Appointment". Only short-listed candidates will be communicated. It is to be noted that the qualified candidate could either be contracted individually (if expressed interest individually) or through firm (if the expression of interest is submitted by a firm). Short-listing and selection will be carried out based on the credentials of the individual candidate(s).

IFC-SEDF reserves the right to modify the current scope of work if required. Deadline for the submission of Expression of Interest is **February 11, 2009**.

Kanchana Abeywickrama, IFC SEDF, Sri Lanka & Maldives,  
15<sup>th</sup> floor, DHPL Building, 42 Navam Mawatha, Colombo 2, Sri Lanka  
Email: [kabeywickrama@ifc.org](mailto:kabeywickrama@ifc.org)

# Cinnamon

## GRAND COLOMBO

### REVENUE ANALYST

Cinnamon Grand Colombo is the flagship of a chain of Hotels and Resorts owned by the John Keells Group. We were adjudged the Best Five Star City Hotel at the Presidential Awards for Travel and Tourism 2007 and 2008.

We wish to recruit a suitably qualified person for the post of Revenue Analyst immediately.

The prospective candidate will be responsible for developing and implementing strategies and policies to maximize revenue for the Hotel.

The position functionally reports to the Director Sales & Marketing and is responsible for the following:

- Maximize revenue for the Hotel (rooms, venues, banquets and food & beverage) through proper forecasting and planning.
- Guide and assist all profit centres in their efforts to maximizing revenue.
- Seek and manage market intelligence; recommend distribution channels, group bookings and room inventory.
- Monitor market pricing for all revenue generating departments and make recommendations on pricing.
- Liaise with the Sales & Marketing team, Reservations and Front Office Departments to ensure effective yield management and revenue targets.
- Compile daily, weekly and monthly reports for management information.
- Contribute towards annual budgeting and cost management initiatives of the business.

The ideal candidate should have the following:

- CIMA qualified.
- A minimum of 2 years experience in a similar capacity.
- A high level of analytical ability.
- Excellent communication and interpersonal skills.
- A self-starter, team player and decision maker.

An attractive remuneration package with hotel related perquisites await the right candidate.

Applications with copies of certificates and recent testimonials should be forwarded to the Director Human Resource under registered cover, to reach by 10th February 2009 with the post applied for clearly indicated on the envelope.

Human Resources Department  
Cinnamon Grand Colombo  
77, Galle Road,  
Colombo 3  
shaline@cinnamonhotels.com  
www.cinnamonhotels.com

The Cinnamon Grand Colombo is owned by Asian Hotels & Properties PLC.  
A subsidiary of John Keells Holdings PLC.



DHL is the global market leader of the international express and logistics industry, specializing in providing innovative and customized solutions from a single source.

DHL offers expertise in express, air and ocean freight, overland transport, contract logistic solutions as well as international mail services, combined with worldwide coverage and an in-depth understanding of local markets. DHL's international network links more than 220 countries and territories worldwide. Some 300,000 employees are dedicated to providing fast and reliable services that exceed customers' expectations.

DHL is a Deutsche Post World Net brand. The group generated revenues of more than 63 billion euros in 2007. DHL which is represented in Sri Lanka by DHL Keells (Pvt) Ltd., invites applications from suitably qualified individuals for the post of:

### National Financial Controller

The National Financial Controller will report to the Country Manager and will be responsible for:

- Providing financial and business advice to drive strategic investment decisions.
- Advising the business on financial implications with respect to major changes, such as integration and reengineering.
- Ensuring the timely and accurate completion of monthly, quarterly and annual reports, in compliance with local and international accounting standards.
- Implementation of audit recommendations from internal and external auditors.
- Participating in the evaluation of business expansion programmes, and in the preparation of Investment Analysis & Business Case Applications.
- Managing the legal, tax and company secretarial matters.

The ideal candidate should possess:

- Membership of an institute in professional accountancy (CIMA/ACCA/ICA).
- Masters in Business Administration (preferable).
- 10-12 years experience in a financial management role, including 5-7 years managerial experience in a large company.
- Excellent communication skills, verbal and written.
- Software skills (Word, Excel, PowerPoint, etc.)
- Presentation skills.
- Experience in logistics industry (preferable).

The selected candidate can look forward to a very attractive remuneration package above the market average. Send in your CV together with the names of two non-related referees to reach us within 10 days of this advertisement.

The National Human Resources Manager  
D H L Keells (Pvt) Ltd.  
# 148, Vauxhall Street, Colombo 2.  
email: [manager.hr@dhl.com](mailto:manager.hr@dhl.com)

At the right place, at the right time: the Deutsche Post World Net group, with its brands Deutsche Post, DHL and Deutsche Postbank, is one of the world's largest and most competitive logistics providers. At the beginning of 2003, our express, parcels and logistics businesses were brought together under the global brand DHL.

Our employees are the foundation of our success.

