



# APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

## JOIN US @ AMINRA COLLECTIONS

Aminra Collections the continuous award winner of the decade with 75 years of excellence in the latest in designer jewellery manufacture invites individuals to join the team at Aminra Collections to enhance your career both in the international and local jewellery market.

### Sales Executive & Sales Assistant

The following criteria for all posts are essential :-

- Age group 18 – 35 years
- Ability to work in English
- Living within a radius of 10 km. from Mt. Lavinia
- Experience in sale of jewellery preferred

Attractive salary, career advancement internationally and fringe benefits on offer for the right candidate.

Send details with two names of two non-related referees to

### The Human Resources Manager

**Aminra Collections,**  
**Aminra Building,**  
**182, Galle Road,**  
**Mt. Lavinia.**

AFTER ALL'S WHAT NEXT.....??

JOIN WITH US AS A "MANAGEMENT TRAINEE" TO ENHANCE YOUR CAREER.



WE ARE MEMBER OF THE "TIME WANER" GROUP, A MAJOR INTERNATIONAL COMPANY DEDICATED TO PROVIDING HIGH QUALITY EDUCATIONAL SOLUTIONS.

WE ARE LOOKING FORWARD SELF MOTIVATED PEOPLE FOR OUR MARKETING TEAM.

### MANAGEMENT TRAINEE(MALE/FEMALE)

For sales & Marketing

- MINIMUM QUALIFICATION GCE O/L AND A/L
- SCHOOL-LEAVERS PREFERABLE
- GOOD KNOWLEDGE OF ENGLISH
- AGE BETWEEN 18-45 YEARS.
- EXPERIENCE IS NOT ESSENTIAL.

School leaver's keen to embark on a lucrative career may apply for trainee post.

### BENEFITS

- FREE TRAINING.
- OPPORTUNITY TO TRAVEL OVERSEAS.
- OPPORTUNITY TO BE A MANAGER WITHIN ONE YEAR (WITH VEHICLE)
- EARN OVER 35000/= PER MONTH

### CALL FOR AN APPOINTMENT

MS.SANDRA ON 0777-265 757

(FOR NUGEGODA BRANCH)

MS.SHERINE ON 0773-896 674

(FOR PELIYAGODA BRANCH)

E-MAIL amilas98@gmail.com



THE SALES MANAGER  
TIME LIFE INTERNATIONAL  
NO 23E 11, PAGODA RD, NUGEGODA.

## Team up with TEAMWORK for a successful career

By LAKSHITHA JAYAWERA.



**Mr. Gunasiri Perera, Chief Operating Officer of Teamwork Colombo**

Life is all about making the correct partnerships and it is vital to build a partnership with the correct partner to establish a solid career. If you are an Information Technology professional, Teamwork Technology would be an ideal place to build up a remarkable career which will be second to none. We met Mr. Gunasiri Perera, Chief Operating Officer of Teamwork Colombo who shared valuable thoughts on the company's Human Resource plan and the future prospects for the employees. To start with in brief, Teamwork Technology, incorporated in 2001 made a breakthrough progress by 2006, due to booming service demand in Europe, thus moving the management, to make a strategic decision to expand the resource capacity by 150% during the 18 months that followed. Teamwork, since, has tripled the success with a record breaking 300% growth, which is a remarkable achievement according to Mr. Perera. The greatest challenge has been selecting the right competent people to bridge the ever increasing resource constraints. The quality of human resources at Teamwork, they believe are the key assets of their company. Teamwork Technology has five core business areas. Offshore software development, Application Management, Staffing, Infrastructure

Management and IT Consulting. Being a technology driven company they have always been well versed with the latest cutting edge technologies in the industry. This has been a key factor for dynamic young IT professionals to opt to work for Teamwork, which ultimately helps to excel their skills and gain better exposure. In addition to the operations in Sri Lanka, Teamwork mainly focuses on the Western European and Australian markets with their presence in Stockholm-Sweden and Sydney-Australia. The organization has a down to earth working culture, with a very dynamic flat structure and equal treatment to all employees which minimizes bureaucracy totally. Each employee is empowered to make decisions in their own operating domain giving them maximum autonomy. The flexible working hours, challenging and innovative project development exposure, and the opportunity for direct customer interaction being based onsite in Sweden and Australia makes the staff feel at home, while retaining in the organization for longer periods and also take pride and have fun in everything they do. Teamwork has maintained a very good track record in retention, which is known to be a key success factor to their continuous business growth and to keep up their remarkable customer references with trustworthy relationships. **Cont.onPg3**

## Ceylon Biscuits Limited

### SECURITY MANAGER

We need a mature, energetic and dynamic individual to be a member of the management team. This position would ideally suit a recently retired Commissioned Officer of the Sri Lanka Air Force or Army above the rank of Squadron Leader or Major.

The selected candidate will be responsible for all security functions of the Company which are presently outsourced, and also to implement methods to tighten up security and procedures to provide a high level of security at the Company premises at Pannipitiya. He would be expected to pay night visits to check these functions and advise the Management on how these could be further strengthened.

The Security Manager will be also required to participate in any inquiries and investigations as applicable and also advise CBL subsidiaries on how they may improve security at their premises.

An attractive and negotiable remuneration package will be offered to the selected candidate.

Please send a complete resume with contact details of two non-related referees within ten days of this advertisement to the address given below. The post applied for should be indicated on the top left-hand corner of the envelope.

Deputy Chairman

**Ceylon Biscuits Limited**

P.O. Box 3, High Level Road  
Pannipitiya



## GARMENT PRODUCTION MANAGER

WE REQUIRE A QUALIFIED GARMENT PRODUCTION MANAGER TO RUN AND CONTROL 20 PRODUCTION LINES WITH 60 MC/LINE AND A TOTAL OF 2500 PRODUCTION WORKERS.

### RESPONSIBILITIES:

1. COMPLETE PRODUCTION PLANNING FROM ORDER CONFIRMATION TO GOOD RECEIVING TO PRODUCTION, QUALITY AND FINISHING.
2. FOLLOW UP AND LIASE WITH BUYERS, MERCHANDISING, ACCOUNTS AND HEAD OFFICE, MAINTAIN COSTINGS.
3. PREPARE ALL PRODUCTION/DELIVERY REPORTS AND MAINTAIN THE SCHEDULE. DISCUSS ALL MATTERS WITH HEAD OFFICE AND BUYERS REGARDING DELIVERY. WORK WITH YOUR PRODUCTION PLANNING TEAM TO ENSURE SMOOTH EFFICIENCIES.
4. COMPUTER LITERATE AND VERY PROFICIENT IN ALL MS OFFICE, PROGRAMS.
5. HAVE TIME STUDY EXPERIENCE AND KNOWLEDGEABLE IN EXECUTION AND IMPLEMENTATION OF TIME STUDY.

### CANDIDATE:

CANDIDATE SHOULD HAVE A MINIMUM OF 05 YEARS WORKING EXPERIENCE IN THIS FIELD AS A PRODUCTION MANAGER IN A TOP CLASS AND LARGE FACTORY IS AN ESSENTIAL REQUIREMENT. SHOULD BE FLUENT IN ENGLISH AND BE BETWEEN THE AGES OF 35-45. SHOULD BE WILLING TO WORK OVERSEAS.

PLEASE SEND CV WITH CONTACT DETAILS TO THE FOLLOWING:-

MANAGING DIRECTOR,  
UNIVOGUE GROUP,  
EQUITY II BUILDING,  
No. 61, 1/F, JANADHIPATHI MAWATHA,  
COLOMBO 01. SRI LANKA.

EMAIL:info@uglgroup.com

## VACANCY ANNOUNCEMENT UNITED NATIONS POPULATION FUND (UNFPA)

\*Amendment to Vacancy Announcement on 25<sup>th</sup> January 2008

**Post Title: National Programme Officer - Monitoring and Evaluation ICS 9 (NOB) Programme Post**

**Duty Station: Colombo**

**Duration: Initially for one year with possibility of extension**

### Job Description

Under the supervision of the Representative, or his/her designated officer, the National Programme Officer for Monitoring and Evaluation (M&E) provides overall technical support for monitoring and evaluation across the full range of the work of the UNFPA Country Programme in close collaboration with UNFPA colleagues and implementing partners and recommends follow-on actions for consideration by the Representative, ensuring M&E processes that are impartial, independent, credible and meet professional standards.

### The National Programme Officer M&E

- Contributes to the development and implementation of an M&E framework for the UNFPA Country Programme within the context of UNFPA and UNDG M&E systems, policies and procedures; ensures that gender and rights perspectives are incorporated and results-based indicators and databases are developed and utilized; plans/manages evaluations, including the preparation of evaluation budgets and selection of evaluation consultants.
- Oversees overall country programme M&E processes; follows up with relevant UNFPA programme staff and implementing partners; conducts field monitoring and spot-checks of programme implementation.
- Provides advice in the area of M&E to programme staff, consultants and implementing partners on M&E systems, tools and standards; analysis and interpretation of M&E data; and conduct of baseline surveys; ensures application and adherence to UNFPA guidelines on results-based management.
- Analyzes monitoring, progress, evaluation and other reports as well as data from other sources (e.g. through literature review, file research and data base search); identifies and disseminates lessons learned to inform UNFPA strategies, approaches, procedures and tools.
- Prepares results-based annual and other reports and documents; contributes to the preparation of the Country Office Annual Report, soliciting timely provision of necessary data and reports from colleagues and implementing partners; prepares presentations for dissemination of findings and briefing notes for country office management on progress of the country programme.
- Contributes to the formulation of the Country Programme, drawing upon the analysis and evaluation of interventions and lessons from past/ongoing programme interventions.
- Takes the lead in organizing annual, mid term end-of- programme reviews.
- Acts as UNFPA focal point for M&E activities within the UN system including UNDAF M&E activities.
- Carries out any other duties as may be required by the UNFPA Representative.

### We are looking for candidates who have

- The ability for advocacy and advancing a policy oriented agenda
- A track record in innovation and marketing of new approaches
- Integrity, commitment and respect for diversity
- Skills to manage relationships, communicate and develop people
- An ability for analytical and strategic thinking and results orientation

### Job Requirements

- Masters degree in health, population, demography and/or other related social science field.(\*)
- 3 to 5 years professional experience in monitoring and evaluation in health and/or social science including UNFPA core programme areas.
- Substantive technical knowledge and professional skills required in the following:
  - 1) Reproductive health, public health, population sciences, demography and gender issues.
  - 2) Evaluation design – has the required competencies to: develop well focused Terms of References that includes a background, addresses salient issues and identifies potential impact with a good understanding of various methodologies in evaluation to develop efficient and effective methodologies for design.
  - 3) Data collection and analysis – has the required competencies to: collect reliable, valid and accurate information through questionnaire design, surveys, effective interviewing techniques and other review instruments; develop M&E methodologies through the application of accurate sampling techniques (e.g. random, stratified and purposive sampling); knowledge of specialized software applied to evaluation, including IT knowledge to establish and maintain databases and tracking systems.
- Full proficiency in English (including excellent writing and communication skills) with a working knowledge of Sinhala and Tamil.
- Proficiency in current office software applications.

UNFPA offers an attractive compensation package commensurate with experience.

Please forward your resume with a covering letter under confidential cover to the UNFPA Representative with contact details of two-non related referees, at the following address: United Nations Population Fund, 202, Baudhhaloka Mawatha, Colombo 7.

Please note the post you are applying for at the top of the envelope.

Individuals who have already applied do not need to reply, their applications will be considered after the new deadline.

Deadline for application: 1<sup>st</sup> March 2009.