

ST APPOINTMENTS

What managers want to know - Motivation and solving office conflicts

THE CONSCIENTIOUS and well-meaning owner of a small business cannot seem to get his work force motivated, despite a good benefits package and pleasant working environment. "I am coming to the conclusion that it doesn't pay to be nice to people," he says. "Maybe if I fired a few of them I'd get better results."

The supervisor of a 100-employee division of a large company says his employees are demoralized; he wants to know ways to increase their motivation.

An office manager is stunned to find out that two of her best employees told another supervisor she did not like them. "They are both top performers, and I can never remember being dissatisfied with them in any way," she says. "What's happening?"

These managers are discovering that managing means managing people. In the course of consulting and column writing I have found the two major problem areas for managers are how to motivate and how to reduce conflict.

Take the owner who is contemplating firing some of his employees. It is not that he is doing something wrong by giving them a handsome benefits package and good working conditions. He is just not doing enough. If you are in his situation you should ask yourself these questions: Do your employees participate in decision making? Do they have promotion opportunities? Do they think you have made promises you have not fulfilled? Do you reward them for initiative and superior performance?

People will work for money, but except in extreme circumstances, they resist working for money alone. They also want recognition, security and opportunity. There is, accordingly, a simple solution for the supervisor of those 100 demoralized employees: Tell them "thank you." It is human nature to like praise and to be motivated to work for it. I often tell my clients, "Do you want to make \$1,000 in five minutes? Go and give an employee a word of praise. His work rate will increase, his motivational level will rise, and he will pass along his good mood to others."

And you must be aware that all the good work and good feeling you build up can be destroyed in ways you little expect. Take the supervisor who was amazed to find out that her two best employees thought she disliked them.



VACANCY ANNOUNCEMENT

for the posts of
**a Graphic Designer,
a Programme Officer & a Secretary**
at

The Colombo Plan Secretariat
for job Descriptions, visit our website
www.colombo-plan.org

"A Marketing Arm" is needed

in order to promote
Branded Household Appliances to
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Companies who can promote our
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Please send your applications to

No: 451/5, Havelock Road,
Colombo 06.

For further details 0777 385614

Residence Manager

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Looking for a Residence Manager
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Walk-in interviews from Monday
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DPT Enabling Networks at speed.....

With the expansion of our marketing operations the following vacancies exist in our Marketing Division, to be filled immediately.

Trainee Sales Representatives

The ideal candidate should have a sound educational background having passed G.C.E. A/L examination with strong inter-personal and communication skills. Applicants with knowledge of Data Network cables and accessories will be at a distinct advantage. Ability to work under pressure, a high degree of personal discipline, honesty and integrity are key to the criteria in selection.

The selected candidate should be able to ride a motor cycle and be able to work in any part of the country.

An attractive remuneration package and exceptional opportunities for career development await the successful candidates.

Should you measure up to our expectations, apply in confidence within ten (10) days of this advertisement, providing contact telephone numbers and names of two non-related referees, indicating the post applied on the top left-hand corner of the envelope.

The Manager,
David Piers Information Technologies Ltd.
No. 65, Pagoda Road, Nuwegoda.
Tel: 011 4700555 E-mail: jobs@dptit.com
Website: <http://www.dptit.com>

PREMIUM SIGMAX ACF-Std EUSSO

PLANNING MANAGER FOR GARMENT FACTORY

We require a qualified & well experienced garment Planning Manager to plan and control 20 production lines (Each line has 60 Machines). The factory specializes in the production of pants and outerwear garment for the USA & European markets and has a total labour force of about 3000 workers.

RESPONSIBILITIES:

1. Must prepare for the factory a complete production plan from order confirmation to goods receiving to cutting, sewing, quality checking and finishing and right upto the shipment release date. The Planning Manager will have to assume responsibility for the smooth and timely execution of the production and shipment plan.
2. Follow up and liaise with buyers, merchandising, suppliers & cost control Dept. on daily basis to ensure a smooth production plan and flow.
3. Work closely with entire production team and prepare all WIP/PSR/Production/Delivery reports for sending to buyers on daily basis so that the buyers are updated on the production and delivery status of all their orders on a daily basis.
4. Must be computer literate and very proficient in all MS Office, Programs.
5. Have time & work study experience and knowledge in execution and implementation of time study.

CANDIDATE:

Candidate should have a minimum of 05 years working experience in this position in a highly reputable factory which is an essential requirement. Candidate should be fluent in English and be between the ages of 35-45. And should be willing to work overseas.

Please send CV with contact details to the following address. Postal:

**Managing Director,
No. 61, Janadhipathi Mawatha,
1/F, Colombo 01.
OR
Email: info@uglgroup.com**

Career Opportunities in the Export Sector.....

Export Executives

In line with the National focus of strengthening Exports, we are restructuring and selectively diversifying our Export Operations and require dynamic, self motivated and results oriented individuals to join our Management Team.

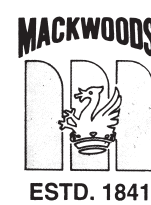
The job profile:

- Should have a good educational background with a high command of the English Language and communication skills.
- Should have previous experience in a similar position in a reputed Export Organization and be fully conversant with all aspects of export trade/international marketing in one or more of the following Export lines:- Organic (Bio) Products, Value Added Coir Products, Essential Oils and Coir Fibre. Exposure to other non traditional export products would also be an advantage.

The selected Candidates should be highly result-oriented with an ability to handle multiple tasks, and work long hours with commitment. Loyalty and integrity are essential attributes for this position.

An attractive remuneration package commensurate with experience, ability and in line with the responsibilities of the position, awaits the successful candidate.

If you think you fit the above profile and are seeking a career in Exports with good prospects, please forward your Resume to reach us. Within 7 days of this advertisement, with names and contact numbers of two Referees who can testify to your work performance.



The Director Exports

MACKWOODS LTD.,
10, Gnanartha Pradeepa Mawatha
Colombo 8



UNIVERSITY OF COLOMBO VACANCIES

The University of Colombo will entertain applications from suitably qualified persons for the following Posts up to 15th May 2009.

PERMANENT POSTS:

FACULTY OF MEDICINE

Department of Paediatrics

- Lecturer (Probationary)/Senior Lecturer Grade II/I
- Instructor in Social Work
- Speech & Language Therapist

Department of Pharmacology

- Lecturer (Probationary)/Senior Lecturer Grade II/I in Pharmacy

Department of Community Medicine

- Lecturer (Probationary)/Senior Lecturer Grade II/I

HEALTH SERVICES

- Dental Surgeon

TEMPORARY POSTS:

FACULTY OF GRADUATE STUDIES

- Temporary Instructor in Computer Technology

FACULTY OF MEDICINE

Department of Parasitology

- Temporary Research Assistant

Application forms and relevant details can be obtained from the **Senior Asst. Registrar/Academic Establishments, 'College House', University of Colombo, Colombo 3** either by sending a self-addressed stamped envelope 23 x10 cm in size or by personally calling over at the office of the Senior Asst. Registrar/Academic Establishments.

All applications should be sent under registered cover to reach the **Senior Asst. Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Mawatha, Colombo 03** on or before **15-05-2009**. The post applied for should be indicated on the top left-hand corner of the envelope.

Applications received after the closing date will not be considered.

**Acting Registrar,
94, Cumaratunga Mawatha,
Colombo 3.
23 April 2009**



VACANCY ANNOUNCEMENT UNITED NATIONS POPULATION FUND (UNFPA)

Post Title: National Programme/Administrative Associate (ICS7/G7) Core Post

Duty Station: Colombo

Duration: Initially for one year with possibility of extension

Under the supervision of the Representative, or his/her designated officer, the National Programme/Administrative Associate provides functional leadership in human resource, administrative and financial systems of the Country Office. He/she is instrumental in facilitating programme/project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures. He/she maintains collaborative relationships with all programme and project staff.

The National Programme/Administrative Associate:

- Adapts processes and procedures, anticipates and manages operational requirements of programme/project inputs under national execution in terms of personnel, sub-contracts, equipment, fellowships, study tours and other programme and project related events to facilitate programme/project delivery
- Manages the recruitment and selection process applying best practice HR tools and mechanisms, advises and briefs managers and project personnel on different types of contracting modalities, HR policies and benefits, coordinates the Performance Appraisal Development (PAD) process and advises on performance issues
- Implements corporate systems and applications in support of finance and human resource management and country office operations
- Provides logistical support to projects by coordinating review meetings and other project related workshops and events. Trains and guides project personnel and staff on national execution and programme policies and procedures
- Assists with the publication of documents ensuring quality standards
- Undertakes programme and assigned admin functions of the UNFPA enterprise resource planning system (ATLAS). Maintains and follows up on contractual agreements between the Country Office and its implementing partners in compliance with guidelines and procedures
- Develops and maintains the consultants roster
- Reviews and prepares material relating to common system activities including privileges and immunities, entitlement and salary surveys, and represents UNFPA in related inter-agency meetings and working groups

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

- Bachelor's degree in business administration, public administration, finance, economics or related field is preferable
- 10 years of relevant experience in the public or private sector. Experience in human resource management desirable.
- Familiarity with UN procedures and working methods, particularly with UNFPA's agenda, policies and procedures is highly desirable.
- 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.

Deadline for application: 10th May 2009