



APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Wanted Female for a rewarding career

Age below 25 – School leavers also encouraged to apply

- Good command of the English Language
- Hardworking and energetic
- Able to work flexible hours
- Fast learner and outgoing person with a pleasing personality

If you have the above credentials then call us on 0777 709977/2554422 for an interview or send in your resume to info@studyusc.com no later than 22nd of May 2009.

Don't miss out on this exciting career opportunity!!!

37, Palmyrah Avenue, Colombo – 03.

VACANCY

We are a leading IT company in Sri Lanka, Authorised Business partners for HP and Fenton, we required services of dynamic individuals who will fit into our team.



Secretary Coordinator/ Receptionist

Preferably a person, with good knowledge on all secretarial functions & compulsory fluency in written & spoken English & also be able to assist customers at the front office & responsible for handling related inquires thereto.

Should be in the age group of 21-35 years.

Remuneration
Remuneration will be based on qualifications and achievements. Please apply within 7 days.

Director -Human Resources,



No: 32, Wjayaba Mawatha, Nawala Road, Nugegoda.

E-mail: sales@silicon.lk

There is no such thing as failure

There is no such thing as failure - only feedback - we can learn from our failures.

Do not let apparent failures beat you up, learn from them. As humans, we tend to be harder on ourselves than others are. A small child learning to walk never fails to get up and try and try

until success is achieved. It is the same in life; every failure is a step closer to success.

Emotions are notoriously fickle: to let your emotions be your rule of success or failure is asking for trouble. Do not listen to your heart this is dangerous; you need to have advisors who are able to help direct you. No

one succeeds alone always there is a strong team behind any success.

Your inner circle: Many successful men and women throughout history and up to the present day have a trusted inner-circle of friends and advisors. Choose this inner-circle with great care and wisdom.



those who succeed have a track record littered with what we would call failures. They chose to learn from these and move toward their goal. The last of the human freedoms is to choose your attitude in whatever circumstance you may find yourself. Ensnare or pursuit? The more you aim for something the more likely you are to miss it. Put quite simply success must happen. This is why the successful entrepreneur makes it look easy - Many of them just let it happen.

WANTED

1. **PROJECT OFFICER** for carrying out relief/rehabilitation activities for the North & East. Previous experience is an advantage.

The candidate should have good writing skills regarding proposals and report writing. Should be fluent in all three languages and willing to travel North & East.

2. **IT ASSISTANT** with good command of English Language

Apply to – Chinmaya Mission of Sri Lanka
#32 – 10th Lane
Colombo 03

OPERATIONS ASSOCIATE

A global financial services organization, with its financial hub-office for the South Asian region and the global operation and risk management unit based in Colombo, Sri Lanka, is seeking applications from individuals with the following attributes for the post of Operations Associate to assist the Head of Operations in all aspects of global operations and risk management.

- A degree or equivalent in science, management, finance, or law;
- 3-4 years of executive experience in a reputed organization, preferably a multinational;
- Fluency in spoken and written English and excellent report writing skills;
- Capacity to work under pressure, tight deadlines and with cross cultural teams.

Interested candidates are requested to submit their complete curriculum vitae to the following address not later than 31 May 2009.

C/o: STM 334
P.O. Box: 644
Colombo

Beat Recession. JOIN US!

EXECUTIVES – Sales & Marketing (male/female)
(Nugegoda Branch)

We believe in positivism, with the constant emphasis, on self development, growth and thinking out of the box. That's why today, we have build powerful marketing team. We are also affiliated with one of Asia's leasing companies. We offer exciting income potential and career growth opportunities we are expanding our operations in Sri Lanka and are looking for YOUNG and positive minded individuals to join our team.

- Age 23 years to 35 years
- Personal and career growth
- Extensive Training
- Fixed Salary + Traveling Allowance
- Ur limited income potential – over 25,000/- per month
- Overseas travel incentives for achievers.
- Team Leader / Manager Opportunities within 6 months to 1yr

EXPERIENCE IS NOT A NECESSITY
We will train you!

CALL Aruna - 072 4845 771
Chaminda - 071 8208 876
Help Line - 5749371

Walk in interviews – Monday to Friday between 10 a.m. to 4 p.m. or send full CV with telephone no within 1 week of this advertisement by post or E-mail to info@pioneerhouselearning.com

Interviews will held at
Pioneer House – Sri Lanka Office
696/1, Havelock Road, Pamankada,
Colombo 06.

We care for your future!

MEDICAL TRANSCRIPTIONIST TRAINEES

(IT Related 100 opportunities - Males / Females)

Selected candidates will be required to follow a 6 months training course with guaranteed employment thereafter.

Requirements: Good English knowledge, No computer literacy required. Ideal for school leavers. Training due to commence shortly.

WALK - IN INTERVIEWS
Monday to Saturday 9.00 am to 4.00 pm

Job opportunities also available for Skilled MT's

REKA INFORMATION TECHNOLOGY SOLUTIONS

(A Joint Venture with an Indian BPO Company)
24/1, Kurunegala Road, Pannala.
Tel: 037 4932942, 037 2245205 E-mail: reka_its@live.com

Personal Assistant Extraordinaire Wanted!

Next to the Managing Director, it may be the most glamorous job in office and seems like a breeze! But only a seasoned P.A. knows that being the shadow of her demanding head is a job that calls for an agile brain, a thick skin, quick wits and winning personality. If you've got what it takes to be the right-hand lady to the head of one of the most dynamic names in the finance sphere, this opportunity's for you!

Personal Assistant to Managing Director

You may be young and smart but need to have the no-nonsense attitude to complement the post and be the dynamic that the job requires. Taking initiative and working independently would be your forte. Doing follow-ups, analyzing, summarizing and preparing reports and maintaining a good rapport with clients, regulatory authorities and all external and internal personnel, too would be part of the job. Think you can handle it? Do apply.

Following are requisites for the post:

- Excellent PR & communications skills, with fluency in both written and spoken English
- Familiarity with all aspects of secretarial practices
- IT literacy
- Prior experience would be an advantage

The selected candidate can look forward to a remuneration package above industry standards. Send in your CV within 7 days to the address or e-mail given below.

Managing Director



L B Finance PLC 275/75, Prof. Stanley Wijesundara Mw., (At the OPA Building) Colombo 7.

E-mail: mails@lbfinance.lk

LB Finance Careers - Turning careers into trail-blazing corporate adventures



Plan Sri Lanka is part of an international, child-focused development organization, without religious, political or governmental affiliations. We work with and for underprivileged children and communities in 63 countries around the world. Our vision is of a world in which all children realize their full potential in societies that respect people's rights and dignity.

Plan has been in Sri Lanka since 1981. We are based in Colombo and currently have long-term programmes in the North West (Anuradhapura, Kurunegala), Plantation areas (Kandy, Matale) and in the South East (Badulla, Monaragala). A post-tsunami programme is in progress in Hambantota and Galle which will reach completion in 2009. Plan's total annual budget is approximately Rs. 750 Million.

We are looking for qualified Sri Lankan candidates to fill the position of:

Programme Support Manager

Job Title:

Job Purpose:

Provides leadership and strategic direction for programme implementation within the Country according to Plan Sri Lanka's CSP/CPOs, in line with Plan's child centered community development approach, principles and organizational values.

Reporting to:

Country Director

Responsibilities include but are not limited to:

- Facilitate the design of programme related sections of the Country Strategic Plan.
- Document and disseminate best practices of Plan from within Plan itself and from other organizations to promote quality and learning.
- Support programme unit staff in programme design and implementation, ensuring the provision of technical support.
- Facilitate the establishment and implementation of standards of accountability, effectiveness and efficiency in structuring Plan's Programme Framework.
- Manage and support in-country operations networks for learning and improvement.
- Manage and develop programme support unit staff.
- Participate in the country management team.

Qualifications and Specific Skills:

- University degree (Graduate in Social Sciences/Management or equivalent).
- Five years' experience as a development professional in planning, monitoring, evaluating programmes and managing technical support.
- Five years of experience in a related management position.
- Minimum of two years' work experience outside the region of origin.
- Demonstrated record of excellence in programme support.
- Experience in developing and writing grant proposals.
- Skills in building and managing teams, networking, coaching, negotiating, supervising, problem solving, managing human resources, project management, leadership and facilitating.
- Excellent oral and written communication skills in English.

Compensation package commensurate with job responsibilities. The position is based in Colombo.

Closing date:

Close of business, Friday 22 May, 2009

Only shortlisted candidates will be notified. Qualified female candidates are encouraged to apply. Interested candidates, please send resume with covering letter explaining why you are suitable for the position to: bconnectedhr@gmail.com or mail to:

b-connected

B Connected (Pvt) Ltd.,
No: 100, Jawatta Road, Colombo 05.
www.bconnected.lk

As an international child-centered development organization, committed to the well-being of children and supporting the Convention on the Rights of the Child, Plan does not tolerate child abuse. www.plan-international.org