

# ST APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

**UNIVERSITY OF COLOMBO**  
**VACANCIES**

The University of Colombo will entertain applications from suitably qualified persons for the following Posts up to 02<sup>nd</sup> October 2009.

**PERMANENT POSTS:**

**FACULTY OF ARTS**  
Department of Sociology  
• Lecturer (Probationary/Senior Lecturer Grade III)  
Subject Area: Sociology

**FACULTY OF MANAGEMENT & FINANCE**  
Department of Accounting  
• Lecturer (Probationary/Senior Lecturer Grade III)  
Subject Area: Financial Accounting, Management Accounting, Auditing, Financial Reporting, Financial Report Analysis

Department of Business Economics  
• Lecturer (Probationary/Senior Lecturer Grade III)  
Subject Area: Statistics, Mathematics, Econometrics

Department of Finance  
• Lecturer (Probationary/Senior Lecturer Grade III)  
Subject Area: Financial Management, Corporate Finance, Financial Mathematics/Economics, Portfolio and Investment Management

Department of Human Resources Management  
• Lecturer (Probationary/Senior Lecturer Grade III)  
Subject Area: Performance Evaluation and Compensation Management, Personality and Career Development, Human Resource Information System, HR Ethics and Talent Management

Department of Management and Organization Studies  
• Lecturer (Probationary/Senior Lecturer Grade III)  
Subject Area: Knowledge Management, Managing Knowledge Workers

**TEMPORARY POSTS:**

**FACULTY OF MANAGEMENT & FINANCE**  
Department of Accounting  
• Temporary Lecturer  
Subject Area: Computer based Accounting, MIS

Department of Business Economics  
• Temporary Lecturer  
Subject Area: Business Economics

Department of Finance  
• Temporary Lecturer  
Subject Area: Financial Mathematics/Economics, Portfolio and Investment Management and Financial Markets

Department of Human Resources Management  
• Temporary Lecturer  
Subject Area: Human Resources Management

Department of Management and Organization Studies  
• Temporary Lecturer  
Subject Area: Commercial and Industrial Law, Corporate Law Constitutional Law

Department of Marketing  
• Temporary Lecturer  
Subject Area: Marketing

**FACULTY OF MEDICINE**  
Allied Health Sciences Unit  
• Title - RSC, Psychobiology Program

Application forms and relevant details can be obtained from the Senior Assistant Registrar/Academic Establishments, 'College House', University of Colombo, Colombo 3 either by sending a self-addressed stamped envelope 20x10 cm in size or by personally calling over at the office of the Deputy Registrar/Academic Establishments.

All applications should be sent under registered cover to the Senior Assistant Registrar/Academic Establishments, University of Colombo, 94, Convent Road, Mandaitawa, Colombo 03 or before 02.10.2009. 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.

Registrar,  
94, Convent Road, Mandaitawa, Colombo 3.  
09 September 2009.

## Chevron's philosophy to unleash employee potential

Chevron Lubricants Lanka PLC, also referred to as 'Caltex', the leading manufacturer and distributor of petroleum based lubricants and marketer of Delo, Havoline and Lanka brands in Sri Lanka, exemplifies world-class HR and management best practices to motivate, develop and equip its employees for a greater harvest.

Under the patronage of the global giant Chevron Corporation, one of the largest integrated energy companies in the world headquartered in San Ramon, USA; Chevron Lubricants Lanka continues to grow, expand and retain its competitive edge

under the philosophy and mantle 'The Chevron Way'.  
The Chevron Way personifies what the brand stands for, what it does, what it believes in, and what it envisions for the future. The Chevron Way is synonymous with the company's culture.

"A strong culture engages its people. People want to be engaged in their work, regardless of the position they hold, or task they need to perform. A strong culture creates energy and momentum; a stimuli for productivity" commented Mr.Kishu Gomes, Managing Director/ CEO of Chevron Lubricants Lanka PLC. "At Chevron, we strive to constantly foster a culture that is vibrant which allows people to feel valued and express themselves. That positive energy will permeate the organization and create a new momentum for success, both experienced by the individual, and the business at large. In other words, every person counts at Chevron" he continued.

In the past 30 years, the concept of organizational change has gained wide acceptance as a way to make a company's systems more people-oriented;

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**ANVERALLY & SONS (PVT) LTD**  
**EXPORTERS OF CEYLON TEA**  
**VACANCIES**

We are a Leading Tea Exporting Company, catering to a Multinational Clientele, around the Globe, and are in search for young, vibrant talented and career conscious personality for the undermentioned position.

**RECEPTIONIST / TELEPHONE OPERATOR :**

- A pleasant personality with 2 years of experience in similar capacity in a reputed firm.
- Excellent command of the English language and customer relations skills.
- Any foreign Language skills would be an added advantage.
- Age between 20 to 30 years.

Please forward your complete resume, including your contact telephone number, expected salary together with names and address of two non-related referees to reach us within 7 days of this advertisement

Walk-in-Interview will be held on 14th, 15th & 16th September 2009.  
Please contact  
**Ms. Susila on 077-5941177**  
**Ms. Udeni 077-1840186**  
for an appointment.

Human Resources Manager,  
**Anverally & Sons (Pvt) Ltd.**  
No 8, Jawatte Road  
COLOMBO -05.  
Fax:2555598, Email:hr@anverally.com & fe@anverally.com

**Export Documentation Executive**

SILVERMILL GROUP, a leading manufacturer / Exporter of High Coconut products is looking for a Export Documentation Executive for the Colombo Marketing Office.

**Minimum Qualification**

- ➔ G.C.E (O/L) with Credit Passes in Maths & English.
- ➔ Computer Literacy with Microsoft Office.
- ➔ Age below 45 Years.

**Minimum Experience**

At least 3 years experience handling pre / post shipment Export Documentation and liaising with banks & shipping lines.

**Salary :- Negotiable**

Please apply with names of two non-related referees 7 days to:

Manager - HR & Administration,  
**Silvermill Holdings Ltd**  
148/1, Kynsey Road,  
Colombo - 08

placing its 'employees' as the most 'valued' asset in a business. Such organization's focuses its attention on the human side of organizational life.

A company that values innovation and change, Chevron has made considerable investments to deploy advanced technology driven tools and resources to help enhance work-flow management and achieve day to day operational excellence in all aspects of the business.

Further, Chevron's open door policy, explicit communication lines, active contribution towards economy and community development, environment, elaborate employee bonus schemes, international job transfer opportunities, and emphasis on health and safety of employees' are a few examples that constitute Chevron's commitment to individual development and personal growth of its employees.



and commitment towards employee development and personal growth.

"Our business strategy is people-oriented. Cultivating a workplace where employees can learn, develop and be challenged; giving us the competitive edge required to harvest a new breed of talent and ideas that revolutionizes the way a lubricant company is being perceived and operated in Sri Lanka" he said.

By providing a quality work environment supported with leading-edge human resources practices, Chevron takes time to communicate with employees about their business goals and core values. Open communication between the management team and employees is a key component of Chevron's corporate culture.

Another affirmative feature that attests to 'The Chevron Way' is the company's support towards work-life balance. Chevron encourages its employees to balance their work and personal lives. "Employees will feel motivated, creative, and more result-driven at work as a result of a well balanced life. Employees should therefore give their employees the opportunity to refresh and renew" commented Mr.Nanayakkara.

Chevron's enlightened leadership, persistence and commitment towards employee development and growth has created a platform for individuals to develop and thrive, tapping into their fullest potential. The company's vision for such aspiring individuals has set a personal benchmark and value creation to be the best one can be.

Bolter plate  
Chevron is one of the world's leading integrated energy companies. We have approximately 62000 employees, and our subsidiaries conduct business in more than 180 countries. We operate across the entire energy spectrum - producing and transporting crude oil and natural gas, refining, marketing and distributing fuels and other energy products and services; manufacturing and selling petrochemical products; generating power; and developing and commercializing the energy resources of the future, including biofuels and other renewables. Chevron is based in San Ramon, Calif. More information on Chevron is available at [www.chevron.com](http://www.chevron.com) and [www.chevron.lk](http://www.chevron.lk)

"A strong culture changes the view of 'work'. It creates greater synergy, bringing people together. When people have the opportunity to interact and get to know each other better, they find new connections. These connections lead to new ideas which produce greater productivity. A strong culture makes every-one more successful" continued Mr.Gomes.

Despite the pressures from the rise in number of lubricant players competing in the market today, Chevron stands out as a leader with a fast growing channel network and an increasing customer demand.

"As we have grown and developed, so has our need to have established human resources policies and procedures in place" commented Mr.Tissa Nanayakkara, Group Human Resources Manager, Chevron Lubricants Lanka PLC. "The company's Educational Aid Policy (EAP) is an initiative designed to encourage, motivate and support aspiring individuals who wish to pursue their higher studies".

Further, in addition to the company's extensive employee training and development efforts, Chevron has implemented a 'structured leadership development' programme primarily to identify, nurture and promote supervisory staff. This is one among many initiatives that reiterates the organization's dedication

**IPS**  
**Institute of Policy Studies**

The Institute of Policy Studies of Sri Lanka (IPS) is an independent economic policy research institution providing high-quality economic analysis to policy makers in Sri Lanka and the region.

## Vacancy for Accountant

**Position and Responsibilities:**  
IPS is looking for a suitable candidate to assist the Director Finance and Administration in the Institute's financial operations. You will ensure that the financial statements of the Institute are prepared in accordance with the appropriate accounting standards and are audited whilst ensuring that the various financial controls are as per the Institute's procedures. Management of working capital, by keeping a check on accounts receivables/payables and cash will be a key responsibility. You will work closely with the research team in the preparation and analysis of project related budgets, profitability statements and project financial reports.

**Requirements:**  
You should be a qualified Accountant (CIMA, ACCA or ICASL) or possess a Degree in Finance or Accounting with at least 2 years work experience in Accounting. You will be proactive, assertive and possess good interpersonal skills. You will have a sound understanding of systems and processes and ability to resolve issues and recommend change. You will be IT literate and be a strong communicator with an ability to work to deadlines. Part qualified Accounting professionals will be considered depending on skills and experience.

**Remuneration:**  
Based on qualifications, experience and skills, an attractive remuneration will be offered to the successful candidate.

**Application:**  
Candidates should forward their resumé with 2 non-related references within 7 days to [jobs@ips.lk](mailto:jobs@ips.lk) or send in their resumé to:

Director Finance and Administration,  
Institute of Policy Studies,  
No 99, St. Michael's Road,  
Colombo 03.

Please indicate the position applied for, on the top left-hand corner of the envelope or the subject line of the e-mail. (URL: <http://www.ips.lk>)

**Vacancy for Security/Maintenance Officer**

A reputed International Company requires a suitable candidate for the above post to be based in Horana in an ornamental fish farm.

The ideal candidate should be able to manage speaking and writing in English, Knowledge in computer and general maintenance work is required. Candidates with past experience in maintenance or computer related field or book keeping or having a valid driving license will be an added advantage.

Age should be below 35 years.  
Salary is Negotiable.

Please apply with complete bio data and two non related referees via e mail to [maduris@cisintl.com](mailto:maduris@cisintl.com) with a copy to [dhammikaea@cisintl.com](mailto:dhammikaea@cisintl.com) within 7 days of this advertisement.

**C I S International (Pvt) Ltd,**  
276/A, Park Lane, Rajagiri,  
T.P. 0117685785

## Staying cool and confident under pressure

"So, Susan, your report indicates you support forging ahead with the expansion but have you considered the impact this will have on our customers? Surely you remember the fiasco in Dallas last year when they tried the same type of project?"  
"Yikes! If you're Susan, you're likely feeling under pressure! You have to answer the question and allay the CEO's concerns about the disruption to customers. What do you do? What do you say? How do you say it? What if you can't think of anything to say?"



This is not an uncommon situation. Whether you are put on the spot while attending a meeting, presenting a proposal, selling an idea, or answering questions after a presentation, articulating your thoughts in unanticipated situations is a skill. Thinking on your feet is highly coveted skill and when you master it, your clever and astute responses will instill immediate confidence in what you are saying.

When you can translate your thoughts and ideas into coherent speech quickly, you ensure your ideas are heard. You also come across as being confident, persuasive, and trustworthy. Confidence is key when learning to think on your feet. When you present information, give an opinion or provide suggestions, make sure you know what you are talking about and that you are well informed. This doesn't mean you have to know everything about everything, but if you are reasonably confident in your knowledge of the subject, that confidence will help you to remain calm and collected even if you are put unexpectedly in the hot seat.

The secret of thinking on your feet is to be prepared: learn some skills and tactics, and do some preparation for situations that might put you under pressure. Then when you do find yourself faced with unexpected questions and debate, you'll be ready to draw on these tactics and preparation, and so stay poised while you compose your thoughts and prepare your response. Here are some tips and tactics:

- **Relax.** This is often the opposite of how you are feeling when you're under pressure, but in order for your voice to remain calm and for your brain to "think", you have to be as relaxed as possible.
- **Take deep breaths.** Take a second and give yourself a positive and affirming message.
- **Clench invisible muscles (thighs, biceps, feet)** for a few seconds and release.

**WANTED DISTRIBUTORS**

**American Premium**  
The Market Leader in the purified bottled drinking-water industry is heading towards an aggressive expansion of its operations!

**WANTED DISTRIBUTORS:** Amarapura, Bentota, Chitau, Galle, Campaha, Hambantota, Kandy, Kurunegala, Matara, Negombo, Polonnaruwa.

**Requirements:**

- Adequate bank guarantee.
- Storage facility 1,500-sq ft.
- Delivery vehicles.
- Delivery staff.
- FMCG distribution background.
- Highly developed people-handling skills.

(State DISTRIBUTOR on the top left hand corner of the application/envelope.)  
The company shall extend an attractive return on investment to the committed distributor appointed to develop the respective district.  
Please forward your application within 10-days of this notice to:

Manager - Operations  
**American Premium Water Systems (Pvt) Ltd**  
Level-6, #281, R.A. De Mel Mawatha, Colombo-3  
Tel: 0773-959-557; E-mail: [roy.l@euruka.lk](mailto:roy.l@euruka.lk)  
Visit: [www.american-premium.com](http://www.american-premium.com)