

MERCHANDISER / CUSTOMER SERVICE EXECUTIVE

Wanted for a BOI Export Company Situated Approximately **70 kms NORTH** of Colombo. This is a SENIOR Position – Requirements are,

- English is Essential
- Computer skills needed
- Pleasant personality
- Experience an advantage
- Should be willing to reside / work near Factory.

Apply Stating Salary expected.
P.O. BOX 376, COLOMBO.

E-mail: dmbal@slt.net.lk Fax: 011 2694038



GREENHILL INTERNATIONAL – KANDY TEACHER VACANCIES

Greenhill International requires qualified, experienced, dedicated, teachers to teach in the English medium with high proficiency in English and commanding personality, for immediate appointment.

- ECONOMICS/ BUSINESS STUDIES/ ACCOUNTS/ COMMERCE
 - ❖ To teach in the English medium in the London G.C.E. O/L and A/L classes.
 - ❖ Should have a minimum of 03 years experience
 - ❖ Should possess a recognized degree or equivalent professional qualification
- ENGLISH
 - ❖ To teach in the Primary and Senior classes.
 - ❖ Should have a minimum of 05 years experience
 - ❖ Should be a graduate / specialist trained.
 - ❖ Should be able to teach a few General subjects as well.
- TAMIL
 - ❖ To teach in the Primary and Senior classes
 - ❖ Should be a graduate or trained teacher.

Attractive terms negotiable dependent on experience and qualifications.

Please send your CV with contact Nos. and names and addresses of two non-related referees on or before 21.12.2010 to :-

**The Principal,
Greenhill International,
No. 67, Vidyarthi Mawatha, Kandy.**
Tel: 081-2227676 / 2227677
Fax : 081-2227675



THE WORLD BANK

SENIOR PROCUREMENT SPECIALIST COLOMBO OFFICE

The South Asia Procurement Unit of the World Bank is seeking to recruit a Senior Procurement Specialist based in Colombo for its Sri-Lanka/Maldives Program. The position requires an experienced procurement staff capable of managing complex technical matters, operational and policy issues, as well as issues related to governance and anti-corruption. The work also involves interaction with regional management, and senior counterparts across regions including Washington.

This will be a three year term appointment.

Duties and Accountability

- Work on procurement tasks in all sectors for the Sri-Lanka and Maldives portfolio, carrying out the Bank's fiduciary functions;
- Be responsible for reviewing and handling the commercial, financial and legal aspects of Bank-financed procurement at all stages of the project cycle;
- Provide guidance to Borrowers and project teams on the procedures governing international and national competitive procurement;
- Lead country procurement assessments, procurement reform, capacity building activities, use of country systems, governance and anti-corruption activities, and other strategic procurement tasks which are part of South Asia Region's fiduciary agenda and as such, may be assigned to the incumbent by the Regional Procurement Manager;
- Prepare and monitor procurement work program and budget allocation for the country procurement team. Mentor members of the country procurement team.

Key Competencies

- State of the art knowledge of the concepts, principles and practices which govern international procurement, the contracting of consultant services, the development of public procurement policies, etc.
- Strong communication skills and persuasiveness in presenting, negotiating and resolving highly complex issues, both orally and in writing

Selection Criteria

A Master's Degree with a major in a relevant discipline (e.g., Engineering, Law, Procurement, Finance, Business or Commerce) and a minimum of 8 years of relevant experience including broad expertise in the management of public procurement in the public or private sector.

Details (Vacancy # 102320) are available in the World Bank Careers website: www.worldbank.org/careers. All applications must be submitted through this website. The World Bank Group is committed to achieving diversity in terms of gender, nationality, culture and educational background. Individuals with disabilities are equally encouraged to apply.

Closing date is January 15 2011. Only Shortlisted Candidates will be contacted.

Working for a World Free of Poverty

POST OF PRINCIPAL

Royal Institute invites applications from suitably qualified persons for the post of Principal at Royal Institute in Nugegoda.

QUALIFICATIONS :

Applicants should possess –

- A first degree from a recognized university and preferably with postgraduate qualifications in education.
- Experience in educational administration and teaching with a proven track record.
- A commanding personality with good communicative skills to lead a team of around 160 teachers.
- An ability to maintain a high level of discipline among students and a good rapport with parents.

A very attractive remuneration package is available to the right candidate.

Applications with resume should be sent to reach the Chairman / Managing Director within 7 days. (Please indicate the contact telephone number)



Royal Institute
191, Havelock Road, Colombo 05.
Tel : 2508173, 2592747
Email : royals@slt.net.lk

Royal Institute - the light of learning

QUANTITY SURVEYOR

Group of Companies embarking on new hotel development projects requires experienced Quantity Surveyor who can:

Prepare tender and contract documents, including bills of quantities with the architect and/or client. Undertake Cost analysis for repair and maintenance project work. Assist in establishing clients requirements and undertake feasibility studies. Performing risk, value management and cost control. Advising on procurement strategy to save cost. Allocating work to sub-contractors, providing advice on contractual claims. Writing detailed progress reports, valuing completed work.

Fluent in English, and with past relevant experience. CV's must be sent on or before: 20 December 2010.

To: Manager,
Rising Sun Garments (Pvt) Ltd,
32/1, Alfred House Avenue,
Colombo 3.

Staying...

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1. 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.

2. Listen

It comes as no surprise that listening is critical to thinking on your feet. Why do you need to listen? To make sure you fully understand the question or request before you reply. If you answer too soon, you risk going into a line of thinking that is unnecessary or inappropriate. To help you with your listening remember to:

Look directly at the questioner

Observe body language as well as what is being spoken

Try to interpret what is being suggested by the question or request. Is this an attack, a legitimate request for more information, or a test?

Why is this person asking this and what is the intention?

Tip:

Remember that the person is asking a question because he or she is interested. Some interest is positive - they simply want to know more - and some is negative - they want to see you squirm. Either way they are interested in what you have to say. It's your privilege and pleasure not to disappoint them!

3. Have the Question Repeated

If you're feeling particularly under pressure, ask for the question to be repeated. This gives you a bit more time to think about your response.

At first glance people think this will only make them look unsure. It doesn't. It makes you look concerned that you give an appropriate response. It also gives the questioner an opportunity to rephrase and ask a question that is more on point. Remember, the questioner may well have just "thought on his or her feet" to ask the question, so when you give them a second chance, the question may well be better articulated and clearer to all.

By asking to have the question repeated you also get another opportunity to assess the intentions of the questioner. If it is more specific or better worded, chances are the person really wants to learn more. If the repeated question is more aggressive than the first one, then you know the person is more interested in making you uncomfortable than anything else. When that's the case, the next tip comes in very handy.

4. Use Stall Tactics

Sometimes you need more time to get your thoughts straight and calm yourself down enough to make a clear reply. The last thing you want to do is blurt out the first thing that comes to your mind. Often this is a defensive comment that only makes you look insecure and anxious rather than confident and composed.

Repeat the question yourself. This gives you time to think and you clarify exactly what is being asked.

Your road to success is now paved with elegance. Join One of Asia's Leading Tile and Bathware Manufacturers.

Royal Ceramics Lanka is the leader in the surfacing industry in Sri Lanka and is a well established player in the international arena, covering numerous off-shore markets. Over the last two decades Rocell has realized its goals through innovativeness and excellence in design. Our novel ideas transcend the ordinary, our vibrant colours change with the seasons and our designs change with the times, making us one of the most sought after tile and bathware design houses in the country. With two top-of-the line factories and the country's only bathware manufacturing facility, we are well on our way to achieving our objective for further success way ahead of time. We seek individuals who are just as uncompromising, talented and motivated. Come share our future.

FACTORY MANAGER - ROCELL BATHWARE LIMITED

Your Job Profile and Description

You will be responsible for full operational control over the plant, including project management, engineering, output, personnel and often logistics and other commercial activity.

You will be required to:

- Review and approve plans for the control of planned output, budget spending, material efficiency, engineering effectiveness and human resources.
- Supervise and manage employees.
- Establish group and individual accountabilities throughout assigned departments for problem solving and cost reduction, both on a permanent and ad-hoc basis, depending on need.
- Provide positive employee relations to ensure the achievement of productivity objectives and maintenance of high morale at all levels within the workforce.
- Get involved with planning, coordination and control of manufacturing processes.
- Oversee the production process, draw up a production schedule and implement processes to reduce cycle time and improve on time delivery.
- Ensure that the production is cost effective.
- Critically review and monitor operating results and specifically update and recommend on issues affecting quality and profitability to Management.

Ideally, you should have:

- A degree in Technical or Mechanical Engineering / Production Engineering with minimum 10 years of experience in the field of manufacturing and factory administration.
- An MBA, which would be an added advantage.
- International manufacturing exposure in the field of ceramics.
- Competencies to enhance and improve man management, production productivity, production planning and experience in handling all matters related to the smooth operation of the factory.
- Strong leadership skills and team spirit.
- Excellent analytical and problem solving skills which are essential.
- Strong decision making skills.
- Good interpersonal and communication skills.
- Good time management and planning skills.
- Knowledge of production machinery and techniques.
- Knowledge of engineering drawings.
- The ability to influence and strong sense of accountability.

The package includes above industry average remuneration, company maintained car and performance based incentives.

Send in your application to reach us within 10 days of this advertisement to:

Head of Human Resources, Royal Ceramics Lanka PLC,

No 10, R. A. De Mel Mawatha, Colombo 03

Tel : 011 4799400 Fax : 011 4720010

Email : recruitment@rc.lk Website : www.rocell.com

Please state the position applied on the top left hand corner of the envelope

