

HOTEL VACANCIES
 Wanted for a Hotel in the Hill Country
 An ACCOUNTS CLERK,
 BARMAN, STOREKEEPER,
 HOUSEKEEPING SUPERVISOR,
 Pastry Cook
 Send in your CV to
 sky_line_85@hotmail.com
 or Fax to 0112829555

IMMEDIATE VACANCY - Post of Secretary

We are looking for a suitable candidate who fulfills the following requirements:

- Fully conversant in Secretarial practices.
- Familiar with word processing, e-mail, use of internet, etc.
- 5-10 years Secretarial experience in a recognize institution.
- Fluent in English language - both speaking/writing
- Pleasant disposition
- Ability to work in a busy environment.
- Around 35 years of age.

Attractive salary will be offered to a suitable candidate. If you are confident of your ability to take up a challenging job please forward your CV to:

C/o STM 499
 P.O. Box 644
 Colombo

ASSISTANT MANAGER
 ADMINISTRATION & PROCUREMENT



Providence is a dynamic organization with expertise in Business Process Outsourcing which has considerable success in exceeding the required service levels of American, British and Canadian customers. Providence is built on the mutually sustainable business model - accentuating client, employee and organizational goals.

The job purpose is to, plan direct and coordinate supportive services of the organization

SUCH AS

- Office Management
- Supervision of Building Maintenance
- Procurement
- Security
- Logistic
- Contract Management of Vendors

We are seeking for that dynamic and competent individual who has the ability and commitment to work in a challenging corporate environment to fill the above mentioned position.

Requirements:

- Well Organized
- Excellent Communication Skills
- Negotiation Skills
- Follow up
- English Communication Skills
- Computer Literacy

Please send your resume to professionals@providencebpo.com before 10th of February 2011 With "AMA" in the Subject line

HUMAN RESOURCE DEPARTMENT
 151/3, 4th Floor, Castle Street, Colombo 08

CONFIDENTIAL
SECRETARY
 CUM C.E.O COORDINATOR



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We are seeking for that dynamic and competent individual who has the ability and commitment to work in a challenging corporate environment to fill the above mentioned position.

Requirements

- High Energy
- Confident & Pleasing Personality
- Project Management Skills
- Excellent Follow ups
- Excellent Computer and Internet Skills
- Excellent Communication Skills in English
- Interpersonal Skills
- Excellent Focus Level
- Attention to Detail
- Female
- Ability to Work Five Days a week From 1pm to 10pm
- Age: Between 30 to 40 Years

Please send your resume to professionals@providencebpo.com before 10th of February 2011 With "CSCO" in the Subject line

HUMAN RESOURCE DEPARTMENT
 151/3, 4th Floor, Castle Street, Colombo 08

We require dynamic and highly results oriented professionals around 35 to 45 years of age to fill the following positions. Remuneration will be comparable with private sector norms and is negotiable.

Chief Information Officer

The CSE envisages significant investments in new technology to support future initiatives.

The applicant should have a minimum of 5 years experience in a senior position in an organization using operationally complex real-time, online, networked systems. A professional qualification or a Masters in Information Communication Technology (ICT) with strong leadership skills and ICT project management experience is a requirement. Experience in an overseas exchange environment would be beneficial.

The Key Accountabilities will include :-

Developing future IT strategy to cater to the CSE objectives and user requirements.

Evaluating and assessing of new technology.

Leading successful implementation of future technology initiatives.

Ensuring Trading, Clearing and Settlement Systems uptime at near 100%.

Ensuring data integrity and system security.

Preparation and Management of the ICT Budget.

Managing interfaces and relationships with stakeholders (broker firms, listed companies, vendors and internal users).

Head of Market Development

The CSE is focusing on increasing the number of listed companies and the investor base, in order to improve market liquidity.

The applicant should hold a Bachelors or Masters Degree in Business Administration / Marketing or a professional qualification in Marketing with excellent communication, inter personal and negotiation skills. Should have a minimum of 5 years managerial experience involving the management of people and project implementation. A good track record in marketing financial services products and a sound knowledge of the local stock market dynamics will be an added advantage.

The Key Accountabilities will include :-

Developing and executing strategies to;

- increase the number of listed companies
- increase the local and foreign investor base

Responsibility for the performance and management of the branch network.

Enhance access to the CSE through the expansion of the branch network and other distribution channels.

Stakeholder, Public and Media Relations.

Head of Listing

The applicant should have a minimum of 5 years experience in a senior position in Corporate Finance or Corporate Law. A professional qualification in Accountancy, Law or a CFA Charter Holder is a requirement.

The Key Accountabilities will include :-

Approving listing applications made by;

- New issuers of equity, debt securities and Closed - end Funds
- Listed companies to list further securities. (Rights issues, ESOPS, Private placements, Capitalization of Reserves)

Advising and liaising with listed companies, potential issuers, investment banks on the CSE listing rules relating to listings.

Liaising with the Securities and Exchange Commission of Sri Lanka.

Head of Human Resource

The applicant should have a degree, preferably in Human Resource Management, Business Management or Social Science and / or equivalent professional qualification in HRM (PQHRM) from IPM with a minimum of 10 years hands on experience in the Human Resource division of a private sector company committed to best practices in performance talent management.

The Key Accountabilities will include :-

Provide leadership to develop organizational capability by developing a HR Vision and translating it into short term and long term HR Development plans.

Align HR practices and objectives with the Exchange's corporate and developmental objectives.

Develop leadership systems for creating dynamic leaders at all levels of the exchange.

Develop strategies and maintain initiatives to optimize the Exchange's position in attracting and retaining talent.

Design and introduce an effective Performance Management System.

Provide input on the impact of the Exchange's long and short term goals for growth, retention and diversity.

Introduce the use of technology to improve information sharing, service delivery, measurement of results and reporting.

Compliance with laws and regulations relating to employment.

Please submit your CV and names, designations and contact details of two non - related referees on or before 11th February 2011 together with a narrative statement in not more than 200 words stating why you consider yourself suitable for the position applied for. Please mark the post applied for on the top left corner of the envelope or e-mail subject line.



Chief Executive Officer
Colombo Stock Exchange
 Level 4, West Block, World Trade Centre
 Echelon Square, Colombo 01.
 E mail : careers@cse.lk