



CAREER OPPORTUNITIES

Medi-Calls is a well-established and prestigious healthcare provider which operates a 24-hour daily mobile Emergency Medical Service, etc. We invite self-motivated and career-minded achievers to join us.

Pre-qualifiers:

- ❖ Proficiency in English and basic computer skills
- ❖ Capability of working in a challenging environment
- ❖ Efficiency, flexibility and attention to detail
- ❖ Punctuality, integrity and honesty

Vacancies include:

[1] Finance Dept - Senior Executive/Junior Executive

- Qualification in CIMA/ACCA/AAT an advantage
- Proficiency in Quick Books an advantage

[2] Membership Registration & Customer Relations Dept - Senior Executive/Junior Executive

- Qualification in CIM/ABE an advantage
- Excellent English [writing, speaking, listening] skills

[3] IT Executive

- Hardware/network maintenance and troubleshooting
- Related Administrative support

[4] Operations Department - Assistant

- Assistance in day-to-day Operations

[5] 24-hr daily Hotline Centre - Officer

- ❖ Full-time, normal office hours plus extra shifts on OT basis
- ❖ Full-time, outside office hours on shift basis with OT
- Excellent bi-lingual communication skills
- Quick thinking and sound judgment
- Good geographical knowledge of Colombo, Greater Colombo and Suburbs
- Basic knowledge in accounting / cash handling & reporting

[6] Transport/Ambulance Maintenance Officer

- Valid relevant Driving License a must
- Regular monitoring of drivers and vehicles
- Regular vehicular maintenance and minor repairs
- Liaison/supervision of repair/maintenance work at garages

[7] Special Projects Coordinator

Please send your full CV stating salary expectation and the position [s] applying for.

Email: info@medicallsonline.com



VACANCY ANNOUNCEMENT UNITED NATIONS POPULATION FUND (UNFPA)

Post Title: **GBV Joint Programme Coordinator (Service Contract)**

Duty Station: **Colombo**

Duration: **Initially for one year with possibility of extension**

Job Description

Under the overall guidance of the Chair of the Gender-based Violence (GBV) joint programme steering committee and the direct supervision of UN Resident Coordinator/UNFPA Representative the Programme Coordinator will serve the Steering Committee and assist the gender focal points of UNFPA, ILO, UNDP, UNHCR, UNICEF and WHO in the coordination of the UN joint programme for the prevention of and response to gender-based violence in Sri Lanka. He/she will be required to work with officers in various ministries/institutions represented in the Steering Committee and with gender focal points from respective UN agencies that are part of the joint programme. The project is implemented during the period of 2011-2013 with the funding support from the UN Trust Fund to End Violence against Women. The joint programme aims to reduce gender-based violence through multi-sectoral interventions, and effective implementation of laws and policies in keeping with the international standards.

Duties and Responsibilities

- Coordinate the overall joint programme together with agency focal points
- Provide secretarial support to the steering committee and technical working groups
- Monitor and analyze on a continuous basis, key deliverables and administrative and financial processes of the joint programmes and prepare regular updates on overall progress to the participating agencies and the steering committee
- Ensure regular steering committee meetings, technical working group meetings and follow-up
- Support in compiling and editing the annual and quarterly progress reports including narrative and financial updates
- Provide support in media outreach, prepare press releases and contribute to UN website with the concurrence of the agency's focal points
- Any other duties and responsibilities as assigned by the Resident Coordinator and UNFPA Representative or their designated officers

We are looking for candidates who have

- Experience in results-based programme development and management
- The ability for advocacy and advancing 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
- Demonstrated understanding and dedication to women's human rights and gender equality
- Dedication to the UN principles and ability to work harmoniously with persons of different nationalities and cultural background.

Job Requirements

- Advanced degree in gender, law, health or social sciences, preferably in gender, public health, sociology or international development
- 5 to 7 years of increasingly responsible professional and experience in the field of gender and development
- Experience in humanitarian field would be an added advantage
- Prior experience in the UN system or development organizations will be an asset
- Experience in the field of gender and development preferably some experience in the field of gender-based violence
- Full proficiency in English including excellent writing and communication skills with a working knowledge of Sinhala or 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, to the following address: UNFPA, 202, Baudhhaloka Mawatha, Colombo 7. Please specify on the top left hand corner of the envelope "Application for the post of Programme Coordinator". Only short-listed applications will be acknowledged.

Deadline: 12 February 2011.

POST OF SECRETARY (ADMISSIONS)

Applications are invited from suitably qualified females for the above post for immediate employment.

Applicants should have a good academic background, excellent English communicative skills, exceptionally good public relations and a pleasing personality.

Duties involve basically giving detailed information of the courses conducted by the Institute through meeting prospective students and/or parents with educational counselling where necessary and attending to telephone enquiries. Computer literacy will be an advantage.

Attractive salary. Negotiable.

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



Royal Institute

191, Havelock Road, Colombo 05.
Tel : 2508173, 2592747, 2592748

Royal Institute - the light of learning

STUDY, WORK & LIVE IN



Asian Management Services



Michael Couture
Director AMS

Immigration Consultant and former Trade Advisor to the Canadian High Commission

The only CSIC registered Canadian Immigration Consultant practice headquartered in Sri Lanka.



HURRY ! ONLY 1000 APPLICATIONS PER OCCUPATIONS GLOBALLY

PERMANENT RESIDENCE

If you are a - **Biologist and related Scientist - Architect - Specialist Physician - General Practitioner - Dentist - Pharmacist - Physiotherapist - Registered and Licensed Practical Nurse - Psychologist - Social Worker - Supervisor & Manager (oil drilling, mining, mechanic and carpentry trades)** You need a Degree/ Diploma and at least one year of experience in the last ten years in one of the above occupations.

WORK PERMITS - STUDENT'S VISAS - SPONSORSHIPS - NOMINEE PROGRAMS - REVIEW OF REFUSED VISA.

FREE CONSULTATION, PLEASE CALL
268-8973 / 268-8974 / 0773 529 898

Centre for Canadian Academic and Professional Services (CCAPS)

35/2, Gregory's Road, Colombo 07.
(between Australian HC and Colombo International School)
E-mail: asianms@sitnet.lk / couture@sitnet.lk
www.cmi-icm.ca / www.csic-scci.ca / www.asianms.com
553-4602 / 552-4604 / 551-6225



Overcoming top myths in HR

What makes the best in HR really the best? Human resources is a complex, multi-faceted field that requires professionals to have the ability to juggle priorities and excel at a number of tasks-from the sometimes tedious to the often strategic. It takes knowing what to hone in on and what to delegate, staying on top of the latest trends in compensation and always having a finger on the pulse of employee relations. And, often, with so many misconceptions about

HR, it involves staying ahead of the curve through continuous education in an attempt to drive what the role will entail for the company.

Being in HR requires having a number of talents and is not for the faint of heart. The role brings with it the potential to make a big impact on the lives of individuals working for the company-its most important assets-and, simultaneously, can leave managers feeling less than appreciated, when contributions to the bottom line are questioned. Perceptions of HR as a cost center and others, explained below, are just a few of the myths that often surround HR and can prevent practitioners and companies from getting the most from this important role.

HR as a cost center

The view of HR as a cost center may be one of the hardest to overcome. How executives view the HR department and its role often plays a huge part in its perception and function, including whether the job is managed in-house to begin with. Frequently HR must take every opportunity to be its own proponent in providing greater education on the value of its offerings.

Other companies realize that HR managers contribute more directly in taking care of their most valuable assets, handling a range of responsibilities, including: recruiting; interviewing; providing, presenting, and delivering medical, dental, vision, life, and other ancillary benefits; job training; instituting programs for retention and growth of employees; establishing tools and guidance for management reviews; and reviewing and selecting technology to support HR functions, to name a few. Each of these, in fact, contributes greatly to the bottom line when all hard and soft costs of doing business are considered.

PROOF READERS AND TRANSLATORS

DailyMirror

Sri Lanka's largest selling Independent English daily is looking for Proof Readers and Translators (From Sinhala to English)

Candidates are expected to assume duties at very short notice. They should possess a very high standard of English and should be prepared to work late hours.

Kindly forward your application to:

Manager HR Admin.
P O Box 644
COLOMBO 02

Or e mail it to:

christophere@admin.wnl.lk