



Children by their very nature are the most vulnerable group in any community. We at World Vision are passionate about caring for them and ensuring them a life in all its fullness.

At present we assist more than 150,000 children and their families in over 1,200 villages throughout Sri Lanka, empowering them to improve their lives.



World Vision is a Christian relief, development and advocacy organization dedicated to working with children, families and their communities worldwide to reach their full potential by addressing the causes of poverty. We serve all people regardless of their ethnicity, gender, caste or religion.



World Vision Lanka has been in Sri Lanka since 1977, and has relief and development projects spread across the country.



World Vision

Help us to keep them smiling....

Programme Co-ordinator

Job Profile:

The Programme Co-ordinator will be responsible for developing suitable systems with community participation for obtaining information at grass root level.

The role will facilitate and provide leadership to the projects in Health, Education and Economic Development sectors and implement them in accordance with World Vision policies, standards and procedures.

Requirements:

- ❖ University Degree in Social Science, Community Development, Food & Nutrition, Economics or a related field
- ❖ At least 5 years of experience in grass-root development including at least one year of development facilitation in and with communities

Accountant

Job Profile:

The Accountant will ensure a high level of financial accountability and integrity at the Area Development Programme (ADP) office in accordance to World Vision Financial policies and procedures in areas such as budget, cash management, recording, documentation, financial reporting and other finance related areas.

The Accountant will also be responsible for the training and mentoring of ADP staff in the application and interpretation of the various financial policies.

Requirements:

- ❖ Qualification from Institute of Chartered Accountants of Sri Lanka or Chartered Institute of Management Accountants (CIMA), UK or a University Degree in Commerce, Business / Public Administration or Accounting
- ❖ At least 3 years of financial experience with highly developed management and administrative skills
- ❖ Experience in Lotus cc mail, PASI and Notes is highly desirable
- ❖ A working knowledge of the Sun System accounting software

Design, Monitoring and Evaluation Co-ordinator

Job Profile:

The DME Co-ordinator will assist the Programme Manager in effective design, monitoring and evaluation of the projects in order to measure impact and share learning.

The DME Co-ordinator will also conduct / facilitate situation analysis, develop and maintain monitoring systems for the project/ programmes, carry out monitoring visits, prepare field reports and provide feedback to both World Vision Lanka and Partners.

Requirements:

- ❖ University Degree in Social Science or any related discipline is a pre-requisite
- ❖ At least 2 years of experience in participatory assessment and monitoring, logical approach, data processing / analysis and result based management with computer literacy
- ❖ Hands on experience of using statistical software - SPSS and experience with database are preferred

Sponsorship Co-ordinator

Job Profile:

The Sponsorship Co-ordinator will manage the Sponsorship Project of the Area Development Programme (ADP) ensuring the well being of sponsored children in line with World Vision standards, while providing high quality service to sponsors.

The role will also be responsible for initiating new and creative methods of strengthening communication between sponsors and the community.

Requirements:

- ❖ A University Degree in any relevant discipline
- ❖ At least 5 years of experience in an INGO or similar agency will be an advantage

These positions would require;

- ❖ Excellent oral / written communication skills in English, Sinhala / Tamil
- ❖ Competency in the use of Microsoft Office including Word, Excel and Power Point
- ❖ Should be able to be based in Eastern, Central and Southern provinces

Closing Date: 19th February 2011

World Vision Lanka offers a competitive remuneration package based on individual competence and skills. If you meet the above criteria please apply with your CV along with names and addresses of **three non-related referees** to;

The Director - People & Culture,
World Vision Lanka
1119/2/1, Maradana Road, Colombo 8.
E-mail: vacancies_wvlanka@wvi.org

Kindly mark the post applied for on the top left corner of the envelope or in the subject line of the e-mail.

This offer of employment is made contingent upon the successful completion of all applicable background checks, including criminal record checks.

World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children.

World Vision is an equal opportunity employer.

www.wvlanka.lk

Learn effectively by understanding your learning preferences

Have you ever tried to learn something fairly simple, yet failed to grasp the key ideas? Or tried to teach people and found that some were overwhelmed or confused by something quite basic?

If so, you may have experienced a clash of learning styles: Your learning preferences and those of your instructor or audience may not have been aligned. When this occurs, not only is it frustrating for everyone, the communication process breaks down and learning fails.

Once you know your own natural learning preference, you can work on expanding the way you learn, so that you can learn in other ways, not just in your preferred style.

And, by understanding learning styles, you can learn to create an environment in which everyone can learn from you, not just those who use your preferred style.

Whenever you are training or communicating with others, you have information and ideas that you want them to understand and learn effectively and efficiently. Your audience is likely to demonstrate a wide range of learning preferences, and your challenge is to provide variety that helps them learn quickly and well.

Your preferred teaching and communication methods may in fact be influenced by your own learning preferences. For example, if you prefer visual rather than verbal learning, you may in turn tend to provide a visual learning experience for your audience.

Be aware of your preferences and the range of preference of your audiences. Provide a balanced learning experience by:

Sensory - Intuitive: Provide both hard facts and general concepts.

Visual - Verbal: Incorporate both visual and verbal cues.

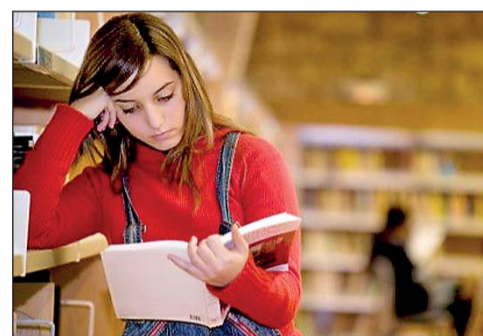
Active - Reflective: Allow both experiential learning and time for evaluation and analysis.

Sequential - Global: Provide detail in a structured way, as well as the big picture.

Key Points

Learning styles and preferences vary for each of us and in different situations.

By understanding this, and developing the skills that help you learn in a variety of ways, you make the most of your learning potential. And because you're better able to learn and gather information, you'll make better decisions and choose better courses of action.



Embassy
of the Federal Republic of Germany
Colombo

Vacancy

Press Officer

Start of employment: April 4th 2011

Qualifications and experiences required

- Highly developed writing skills and ability to express ideas clearly and precisely.
- A thorough understanding of current political and development issues in Sri Lanka.
- Experience of working with the Sri Lankan press.
- Good knowledge of computer applications and aptitude to work with new technologies (web, blogs).
- Fluency in Sinhala. Knowledge of Tamil would be an additional asset.

We offer

- Attractive salary.
- Long-term assignment.
- Continued training and acquisition of further skills and knowledge including at German Media Centres and the Foreign Office in Berlin.

Please forward your application (including photo) with CV and documents of earlier employment/University Degree. **Closing date: March 4th 2011** to

German Embassy Colombo
attn. Head of Chancery
40, Alfred House Ave.
Colombo 3

VACANCIES IN THE HOTEL INDUSTRY

AURO HOLDINGS HAVING INVESTED IN FOREIGN AND LOCAL TOURISM PROJECTS SEEKS TO IDENTIFY AND RECRUIT SUITABLY QUALIFIED CANDIDATES, BELOW 45 YEARS OF AGE, WHO ARE WELL EXPERIENCED IN STAR CLASS HOTELS, LOCAL AND INTERNATIONAL, WITH HOTEL SCHOOL QUALIFICATIONS, COMPUTER LITERATE, FLUENCY IN WRITTEN AND SPOKEN ENGLISH FOR THEIR NEW 120 ROOMED STAR CLASS HOTEL RESORT IN TANGALLE.

1. General Manager:

Candidates with **Hotel School Diploma** or equivalent, who will be responsible for the management of hotel and its staff. Must possess commercial accountability, budgeting and financial management and coordinate the day to day operations of the Hotel. Plan and maintain systems procedures for operating efficiency and manage staff for optimum performance.

2. Executive Chef

The ability to manage in a diverse environment with focus on client and customer is essential, whilst supervising, coordinating and participating in activities of cooks and other kitchen personnel engaged in preparing food in the kitchen, having a good knowledge in Eastern, Western, Srilankan and International food and compiling menus, with a good knowledge on costing of menus meeting established standards and specifications.

3. Finance Manager

Experienced financial accountant CIMA/ACA/ACCA. Will be solely responsible for the financial activities as it expands and develops. Should ensure accuracy of financial records, analyzing, budgeting, forecasting and developing. Be responsible for the hotel's accounting and financial management requirements.

4. Food and Beverage Manager

Must have sound knowledge of food and beverage products, refined skills in public relations, stock control and Training of staff, ability to communicate with all levels of personnel, must be able to check cost control reports, Menu planning, Supervise and control all catering outlets in the hotel to the required standard within agreed budgetary.

5. Maintenance Engineer

Experience in building maintenance, plumbing, electrical, painting, pool and lands scaping. Responsible for hotel guest room preventative maintenance and assist in the repairs and maintenance of hotel equipment, especially mechanical equipment including pumps and motors etc.

6. Accounts Assistants

With professional qualifications and experienced in the hotel trade.

8. Purchasing Assistant

Locate vendors of materials, equipment or supplies, determine product availability, prepare and process requisitions and purchase orders. Performing administration, maintaining files and processing required documentation.

10. Store-Keeper

Receives, stores and issues supplies and equipment and compiles records of supply transaction, maintaining inventories etc.as required by the hotel trade.

Detailed bio-data, highlighting post applied for to be indicated on 'top left of envelope', together with passport size photograph to be forwarded quoting two non-related referees and email to:

pulinda@montrose.bz

Or post to:

Director, AURO HOLDINGS PVT LTD.
No. 60, Vajira Road, Colombo 4.

On or before 22 February 2011.