

# Employment

## Teacher For Music and Islam

Urgently required a teacher for Western and Eastern.

Unique International College,  
2<sup>nd</sup> Mile Post, Dambulla Road,  
Kurunegala.

## Does your voice have a smile? your smile have confidence?

### Receptionist / Telephone Operator

A leading Media Company seeks a presentable and confident lady between the ages of 20 and 35 to take up the post of Receptionist cum Telephone Operator. Fluency in written and spoken English complemented by a vibrant and friendly personality is essential for the job. Previous experience in a similar capacity will be an advantage.

E-mail your CV to [lakmani.setunga@ogilvy.com](mailto:lakmani.setunga@ogilvy.com)

## maxaire

### ELECTRICAL ENGINEERING - VACANCIES

We are a premier electrical contracting company, reputed for high technical standards. We invite applications for the following positions:-

#### Design Engineer

- ▶ BSc in Electrical Engineering or equivalent with minimum 3 years experience in design
- ▶ Experience in electrical installation & knowledge of AutoCAD will be an added advantage.

#### Site Engineers

- ▶ BSc in Electrical Engineering, NDT or equivalent
- ▶ Minimum 3 years experience in electrical installation.

#### Supervisors/Technical Assistants/Electricians/Trainee Electricians

- ▶ NCT or equivalent with 5 years experience for Supervisors
- ▶ Vocational Training Course with 3 years experience for Electricians
- ▶ Vocational Training Course with no experience for Trainee Electricians

#### AutoCAD Draftsman

- ▶ 2 years experience in the construction industry (electrical) / Knowledge of electrical items i.e. Circuit Breakers, Panel Boards and Light Fittings will be an advantage.

#### Sales Representative & Stores Assistants

- ▶ Experience in handling Electrical items specially in circuit breakers, panel boards & light fittings etc.
- ▶ Should have a driving license.

#### Heavy Vehicle Drivers

- ▶ 3-5 years experience.

Please apply within 10 days

Please indicate the position applied for on the top left corner of the envelope

Human Resource Manager  
**Maxaire (Pvt) Ltd.**

110, Isipathana Mawatha, Colombo 05.  
Tel: 0112 501305, 0114 641477 Email: [info@maxaire.net](mailto:info@maxaire.net)

### English Medium Teachers School in Aluthgama area

Maths Grade 6-11  
Science Grade 6-11  
English Grade 6-11  
Primary Teachers.

Director,  
199C, St. Anns Road, Egodawatte,  
Beruwala.  
0771540879 [ashiq60@hotmail.com](mailto:ashiq60@hotmail.com)

## VACANCIES

### Sales / Marketing Executive (Male/Female)

We seek a suitable candidate with experience, excellent talent & skills in selling & marketing.  
Walk in interviews on  
13th July (2 pm to 4 pm).  
# 410, Galle Road, Col - 03.  
Pls. bring your cv along with you.

## VACANCY

Lecturer/Senior Lecturer in Chemistry /Physics  
University of Goroka- Papua New Guinea

Applicants should have preferably a PhD from a Recognized University in Chemistry/Physics.

More information:

<http://www.uog.ac.pg/information/topicsnews.html>

Send your CV with letter of interest to:

Dean Dr Jeyarathan, E-mail: [jeyara@uog.ac.pg](mailto:jeyara@uog.ac.pg)  
Dr. Tissa Senanayake E-mail: [tissa66@gmail.com](mailto:tissa66@gmail.com)  
Ph: 0716585871 (until 14th July)  
Salary: negotiable.

## VACANCY SECRETARY

REC ( Russian Educational Center) the leading education establishment collaborate with cultural section of Russian Embassy is looking for a competent individual for above post.

She should have following qualifications.

- G. C. E. A/L
- Sound knowledge in English (Spoken & Written) with excellent communication & interspersion skill
- Computer literacy with internet
- Age below 30 years
- Should be able to conduct promotional seminars & overall administrative support service
- Followed professional secretarial course and Knowledge of Tamil language will be an added advantage.

Please apply with comprehensive CVs attached photograph

**REC** (Russian Educational Center)  
15/3, Samudradevi Mawatha, Nugegoda.  
E mail : [acalantha@yahoo.com](mailto:acalantha@yahoo.com)

## VACANCIES IN DUBAI - UAE

Departure will be within 3 weeks M.B.M Company				
NO.	Category	Qty.	Salary (AED.)	Charges (Rs.)
01	Office Boys	75	650	32,952/=
Emirates Security Services				
02	Security Guards	75	1300	32,952/=
<b>Terms &amp; Conditions :</b> • Free Medical, Free Accommodation will be provided. • 2 Years Contract, Working Hrs. 12 hours per day for Security Guards, 8 hours per day for Office boys. • 6 days per week. • 1 day per week is given off day. • Probation period will be 3 Months • Overtime shall be considered after normal working hours as per U.A.E. Labour Law. • One way air ticket will be provided after the completion of contract period. Category No.1 Food Allowance AED 150 (AED= Rs.31.00) Please call over personally with your Passport & relevant documents. <b>Interviews by our Foreign Principals (Final Interview)</b> <b>From 8<sup>th</sup> - 11<sup>th</sup> July 2011</b> (Open on 10 <sup>th</sup> Sunday) at 8.00 a.m. - 5.00 p.m. <b>ARABIAN ROYAL GROUP (PVT) LTD</b> 375, 1 <sup>st</sup> Floor, R.A. De Mel Mawatha, (Duplication Road), Colombo - 3, (Next to Union Bank, Opp. Food City) Approval No. AL/960/Advt./05/06/11				

## TRINITY COLLEGE KANDY

### POST OF PRINCIPAL

The ideal candidate will be a Christian, over 45 years of age with post graduate qualifications, essentially with a minimum of 10 years teaching experience. He must be able to advise the Board of Governors of the College in trends and policy matters and carry out the tasks entrusted by the Board with in-depth understanding of an independent school environment. He must possess exceptional administrative competence and provide excellent creative leadership, inter-personal and communication skills to deal with students, staff, parents and national educational authorities. A firm but fair attitude towards discipline within a wide context of the academic programme, sports, extra and co-curricular activities are essential.

Emoluments will be commensurate with qualifications and experience and will be above current market rates in the profession. Housing within campus, Transport and Medical Insurance will be provided.

The life and character of the selected candidate and the work involvement will include:

- A strong Christian commitment, contributing to the overall life of College.
- Pro-active participation in parental and community involvements to position the right tone to foster the rich College spirit and traditions, by leading the faculty of staff with a clear vision of excellence to support the College strategic plan & mission, focusing on the educational, physical, spiritual, social and the psychological needs of the College community.
- Co-ordinate all co-curricular and extra-curricular activities and programmes in the school calendar ensuring excellent educational opportunities to the students.
- Overall in-charge of the preparation of the College Annual Budgets and management of expenditure of funds including the cost centers such as the College Farm, Trinity College International Cricket Stadium at Asgiriya, Pallekelle Rugby Stadium, Swimming Pool, Student Hostels and the large College Compound including the Staff Residential quarters.

A detailed Curriculum Vitae with the names, addresses and contact details of three (3) non-related referees should reach the undersigned within 20 days of this advertisement via **REGISTERED POST**.

The Chairman  
Trinity College Kandy Board of Governors  
C/O. The Bishop's House  
#31 Kandy Road - Kurunagala

## VACANCY PERSONAL ASSISTANT

A self Motivated, Responsible, Dynamic and Result Oriented individual is required as a Personal Assistant to a very high ranking official with the following requirements.

- ➔ Age below 30 years
- ➔ Should be able to handle, schedule and finalize the daily engagements of the officer
- ➔ Plan, schedule and coordinate meetings and discussions with officials & public.
- ➔ Provide high quality support to the officer by managing personal schedule, travel arrangement etc.
- ➔ Should have excellent computer literacy with good typing skills.
- ➔ Excellent Communication Skills in English, Sinhala & Tamil.
- ➔ Minimum 1 - 2 years experience in secretarial work.
- ➔ Willing to work late hours, if required.

Please forward your curriculum vitae with names of two non-related referees to the following address within 10 days of this advertisement.

Private Secretary  
Ministry of Industry & Commerce  
73/1, Galle Road, Colombo - 03.