



**VACANCY ANNOUNCEMENT
UNITED NATIONS POPULATION FUND (UNFPA)**

Post Title : Consultant Writer for UNFPA Annual Report (SSA)
Duty Station : Colombo
Duration : 1 month (February 2012)

Background:

Under the overall guidance of the UNFPA Representative, or his/her designated officer, the consultant will write and produce the Annual Report for the UNFPA country office. The Annual Report of UNFPA, the United Nations Population Fund Sri Lanka, is an important publication to showcase the work of UNFPA in Sri Lanka in a readable fashion to all UNFPA's stakeholders, including the general public. The report would be used as an outreach and advocacy tool for meetings and interactions with partners, including donors, the national government and civil society representatives; journalists could also use the report to cull statistics and development success stories.

The Consultant will:

- The consultant shall work in close collaboration with the UNFPA Representative and designated officers to write and edit a 30-40 page text for the Annual Report
- Review and familiarize thoroughly with all the documents that relates to the project implementation including quarterly progress reports, annual work plans, Country Programme Action Plan, and other relevant documents
- Meet and discuss with responsible UNFPA program staff and the relevant implementing partners and beneficiaries in order to better understand the results and impact of the programmes
- The consultant will work closely with the communication focal point to develop ideas for graphics and charts that creatively convey key messages/data in the report
- The consultant will also proof read the texts as they are laid out by the printer
- Select appropriate photographs with captions to be included in the Annual Report

Job Requirements:

- Strong research and excellent writing skills in English
- Excellent organizational skills
- Experience in producing corporate products
- Understanding of UNFPA's areas of work and knowledge of UN terms, language and style is preferable
- Ability to be flexible and respond to changes to text as part of the review and feedback process
- Strong interpersonal skills, able to communicate and work with diverse people
- Demonstrated ability to meet deadlines and work under pressure

The person is expected to work full time during the month of February 2012.

Please send your CV with a covering letter under confidential cover to the UNFPA Representative with contact details of two non-related referees, at the following address: UNFPA, 202, Baudhaloka Mawatha, Colombo 7. **Please note the post you are applying for at the top of the envelope.**

Deadline for application: 08th February 2012

IMMEDIATE VACANCY

Experienced female **Book-keeper** with AAT/ICASL part Qualified, Age between 26-36 with computer Literacy and Experience in Quick books for an Education establishment in Colombo Applicants should be Catholics. **STM-16, P.O. Box 644. Colombo**

VACANCY

Wanted for an Industrial Washing Unit

- Receptionist (female)-Living in the proximity of Orugodawatte will be an advantage/ school leavers preferred.
- Driver- with heavy vehicle license.
- Administrative officer- retired officer from the forces.

Please fax or Mail your CV.
Contact: 0112572776
supremewashing@sltnet.lk



Our client facilitates Financial Services sector in Sri Lanka by using advanced IT technology. The Company has continuously improved its systems and processes in keeping with advancing technology with the ultimate aim of passing on benefits to the general public as well as to its stakeholders. Now they are seeking a committed, young and dynamic individual, with significant achievements in marketing management to join their professional management team.

Brand Manager

The core functions would be to ensure that the Company and its products are brought under a strategic brand policy that would achieve ready recognition of the Company in the Financial Services Sector in Sri Lanka.

To this end the selected candidate will be, inter-alia, engaged in the following:

- Creating, developing and implementing brand promotion plans and strategies, liaising with identified MarCom Agencies
- While maintaining and developing current business, identifying and developing new business within the same or new market segments
- Taking all necessary action in creating a positive image in the business to business market as well as retail market

Candidates must necessarily have the right academic qualifications, skills and experience, particularly in Brand Management. To achieve the above, you should ideally be a member of CIM or SLIM. Obviously an MBA majoring in Marketing will be an added advantage.

In addition to the qualifications, the person we are looking for will have very good English communication skills both verbal and written and have close relations with the print and electronic media.

A person currently holding a similar post in the Financial Services sector will be ideally suited but those in other sectors such as FMCG, are also welcome to make application.

Apart from a salary and benefits package commensurate with industry standards, the selected candidate can look forward to high prospects for career growth.



Please forward your complete resume with contact details of two non-related referees to mslr@sltnet.lk within 10 days of this advertisement quoting MSL Ref No 6478 in the subject line of your email.

✉ No: 08 Tickell Road, Colombo 08.
☎ mslr@sltnet.lk
🌐 www.bposrilanka.com

**DATA ENTRY OPERATORS
TAMIL SPEAKING**

Required speed 20 wpm with GCE (O/L)
Capable to work in MS Office applications
Work location : Dehiwala **Salary negotiable**
Please send your CV by post or e-mail within 7 days
E-mail : careers@globalinfotech.com

GLOBAL INFORTECH (PVT) LTD.
151, Kynsey Road, Colombo 08.
Phone: 2 695 125

VACANCY

Male aged 35 to 50 years living within a radius of 10 kms from Wadduwa. Conversant in getting things done in Public and Mercantile Offices fulfilling the Company's requirements.

Knowledge in machinery spare parts with experience for above and Computer literacy is an added qualification.

Acquainting Colombo roads and knowledge in English is an advantage.

For Appointments 0382232523 (weekdays) or 0714307066

VACANCY

**MICROBIOLOGIST /
AGRICULTURE COORDINATOR**

Bio Power Lanka (Pvt) Ltd. is involved in active production and promotion of various bio inputs for agriculture and environmental solution.

The company requires dynamic and young male/female personnel for the production and marketing coordination activities.

Science graduate / Biotechnologist / Diploma holder in Microbiology or related subject for Marketing Coordination.

Interested candidates please apply with CV to following address within 10 days:



BIO POWER LANKA (PVT) LTD.

No. 125, St. Michael's Road, Colombo 03
Tel: 011 2441084, 011 2323105
Fax: 011 4611081
E-mail: trade@biopowerlanka.com



Senior Systems Support Engineer - Level 3

We are currently looking for dynamic, efficient, self-motivated, result oriented individuals with a positive attitude to join our team as Level 3 Systems support engineers. If you like to work in a challenging IT environment, this may be the opportunity for you.

You will be working as part of our Infrastructure support team providing remote and telephone support to our European clients.

Job Description:

- Install, configure and manage server and network systems.
- Communicate and escalate issues to relevant parties and ensure performance of IT systems.
- Provide excellent customer service by responding to the needs and enquiries of users.
- Explain issues, deploy solutions, follow-up with users to ensure functionality of the systems and provide necessary troubleshooting.
- Implement Information Security measures and ensure integrity of IT systems.
- Monitor network environment, resolve connectivity issues and ensure the integrity of the network.

Essential Requirements:

- Outstanding communication skills in both spoken and written English is an absolute MUST
- Excellent technical support skills in Windows Desktop and Server environments
- Apple Mac / CISCO / LINUX knowledge preferred
- Excellent telephone etiquette
- Excellent Customer Service skills
- Willingness to learn new technologies
- Willing and able to work on a 24X7 roster

Qualifications / Experience

- BSc/Diploma in Information Technology or equivalent experience
- In depth knowledge of TCP/IP, DNS, DHCP, IIS, LAN, WAN
- Minimum 3 years experience in Network/ Systems administration
- CISCO router configuration and LINUX knowledge an advantage
- Professional Certifications (Microsoft/Apple/ Linux/CISCO) preferred
- Knowledge in MAC OSX troubleshooting or willingness to learn
- Excellent troubleshooting skills and excellent knowledge of Windows Desktop (XP/7), Windows Server platform (2003/2008, Small Business Server), Windows Active Directory and Microsoft Exchange
- Previous experience in a similar capacity would be an added advantage

Instructions to Apply

- If you have previously applied PLEASE DO NOT APPLY AGAIN
- E-mail your resume with details of two non-related referees to hr@involve-360.com within 10 days of this advertisement
- Please include "Senior Systems Support Engineer" in the E-mail subject line
- Please make sure to submit the application through an E-mail account that you have access to as all future correspondence will be done via that e-mail address

Involve360 (Pvt) Ltd.
4th Floor, No. 428, R.A De Mel Mawatha,
Colombo 03, Sri Lanka.

