



UNIVERSITY OF COLOMBO

VACANCIES

The University of Colombo will entertain applications from suitably qualified persons for the following permanent Posts up to 28th February 2012.

PERMANENT POSTS:

FACULTY OF MEDICINE

Department of Surgery

- Lecturer (Probationary)/Senior Lecturer Grade II/I in Anesthesiology.

GENERAL ADMINISTRATION

- Director/Physical Education (on contract)

Application forms and relevant details can be obtained from the Deputy Registrar/Academic Establishments, 'College House', University of Colombo, Colombo 3 by personally calling over or by visiting the University web site (www.cmb.ac.lk).

Duly completed applications should be forwarded with copies of relevant certificates under registered cover to reach the Deputy Registrar/Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03 on or before 28.02.2012. The Post applied for should be indicated on the top left-hand corner of the envelope.

Applications received after the closing date will not be considered.

Acting Registrar,
94, Cumaratunga Munidasa Mawatha, Colombo 3.

03 February 2012

VACANCY

Sri Lanka based international personal care brand is looking for a highly skilled and motivated individual be it's

INTERNATIONAL MARKETING MANAGER

Qualifications & Experience:

- Around 5 years of international marketing experience.
- A minimum bachelor undergraduate degree or post graduate qualification in marketing.
- Female under 35 years.
- Outgoing personality with excellent command of written and spoken English.
- Fluency in computer skills (Microsoft Office Programs).
- Above average understanding of financial management.

Role and Responsibilities:

- Strong work ethic and attention to detail.
- May involve in overseas travels
- Formulating and delivering of sales budgets.
- Product costing, working with factories and with key International buyers.
- Working with international sales agents to develop marketing strategy.

Remuneration:

Attractive base salary with high potential for financial incentives, including the rights to profit share in the business going forward.

Interested candidates may send their Curriculum Vitae by email to lakshani@spiceisland.org

or post to Lakshani De Mel,
No: 70 (2/1), 2nd Floor, Lucky Plaza,
St. Anthony's Road, Colombo 03.

All applications will be treated in strictest confidence.

* Please mark the envelop as applicant for the post of 'Marketing Manager- Spice Island'.

About us.... a recently setup internationally backed Engineering Company specializing in road machinery and heavy industry vehicles.

GENERAL MANAGER

Qualifications & Experience:

- Minimum of 10 years work experience in a reputed company in the road and heavy machinery industry.

Role and Responsibilities:

- Day today management and supervision of all operations under the engineering company.
- Strong operational background along with proven track record of high level business management.
- Strong leadership ability to influence, develop, and to motivate diverse group of technicians and Managers to achieve objectives.
- Strong work ethic and willingness to work.
- Should possess good communication skills with strong motivational, innovative, and interpersonal skills.

Remuneration:

Would include an attractive salary package with fuel and car allowance and performance related financial bonus.

Interested candidates may send their Curriculum Vitae by email to Sudesh (sudesh@avonsmartengineering.com) or post to

Recruitment Manager,

Avonsmart Engineering (Pvt) Ltd,
No: 70 (2/1), 2nd Floor, Lucky Plaza,
St. Anthony's Road, Colombo 03.

All applications will be treated in strictest confidence.

* Please mark the envelop as applicant for the post of 'General Manager'.

SERVICES FOR AN AUSTRIAN COUPLE

Austrian Couple living in Matara need the services of the following:

- A kind and courteous nanny to look after the interests of two girls (03 & 05 years old). She Should be able to speak in English or German
- A teacher who can teach Sinhala for the Austrian parents for 01 or 02 hours (04 or 05 times a week). The teacher should be fluent in English or German. For both positions previous experience is an advantage. Apply with photos & CV's.

Contact:

utmt.nanny@gmail.com or singateacher@gmail.com

CIVIL ENGINEERS

For Colombo Building Projects

B.Sc with experience in High Rise Building Construction Projects is mandatory

Forward your resume to the following address or E-mail to hrdpt@vsvkarunaratne.lk



Human Resources Manager
V. V. Karunaratne & Company
579, Bulugaha Junction
Kandy Road, Kelaniya.
Tel: 011-2913166, 071-1700111
Fax: 011-2914153

VACANCY

PERSONAL ASSISTANT

We are looking for a young, dynamic female with a pleasing personality to join our team

The candidate should;

- 4 passes at the GCE (A/L) examination in one sitting including General English.
- Previous experience will be an added advantage.
- Be well groomed, friendly, presentable and energetic.
- An excellent command in written and spoken English.
- Have good typing skills
- Have the ability to multi task
- Higher computer literacy essential. (Microsoft Word, Excel and Power point, Outlook, etc.)
- Willing to take on administrative duties.

* Good salary and benefits offered to the right candidate.

Please send you CV's by email to

lakshani@spiceisland.org
or post to Lakshani De Mel, No: 70 (2/1), 2nd Floor,
Lucky Plaza, St. Anthony's Road, Colombo 03.

All applications will be treated in strictest confidence.

* Please mark the envelop as applicant for the post of 'Personal Assistant- Spice Island'.

Employment Opportunities

PERSONAL ASSISTANT (PA)

Mind-ventures Educational Services, a leading Academic & Professional Educational services providing institutions is looking for young, smart and energetic men to work as personal assistants to our Lecturers in their daily course work and classes. The ideal candidate will be

- ✓ Minimum G.C.E. (O/L) Qualified
- ✓ Ability to communicate in multiple languages, specially understand English.
- ✓ Good physical fitness, forwardness and discipline to carry and distribute tutorials in different classes and institutions.
- ✓ Ability to follow instructions properly, learn on-the job & perform multiple tasks with flexibility
- ✓ Basic computer skills, printing knowledge (Added Advantage)
- ✓ Should be willing to work on Weekends
- ✓ Valid Driving License (Light vehicle & riding)

Attractive Salary & benefits await the selected candidate. All CV's/Applications should be attached with a recent PASSPORT SIZE COLOR PHOTO and the Post you're applying for should be clearly mentioned. Applications can be sent via post or e-mail.

The Course Director

Mind-ventures Educational Services
No. 108/B Maya Avenue, Colombo - 06.
E-mail - mindgroupjobs@gmail.com

Career Opportunity

An established organization selling a diverse range of industrial equipment and machinery seek an experienced individual to assume total responsibility for their service workshop.

SERVICE ENGINEER

- An electro - mechanical engineer with managerial skills, around 5 - 7 years experience in a private sector workshop.
- Ensure smooth and efficient operations of the workshop functions.
- Ensure timely services to clients that lead to the company's commitment to achieve "Excellence in customer satisfaction".
- To maintain customer relations and manage technical workforce.
- Age below 45 years preferred.
- Degree in mechanical engineering or equivalent.
- IT literate with good interpersonal and communication skills.

The selected candidate will be entitled to an attractive remuneration package plus other industry benefits.

Kindly post your CV indicating the post applied at the top left hand corner of the envelope within 07 days of this notice together with a recent photograph to:

HR Manager,
7/15, Sulaiman Terrace, Off Jawatta Road,
Colombo 5.

IMMEDIATE VACANCY - STORES SUPERVISOR

COSMOS TRADING COMPANY (PVT) LTD
We are involved in marketing & distributing FMCG products Island wide.

- He/She should have 3 years experience in maintaining stores records
- Should have computer literacy
- Age between 22 - 32
- Salary - Negotiable

Please call on 4376093 or forward CV's to cosmostrd@gmail.com

CHILDCARE VACANCIES

Opportunity for females who enjoys working with young children at a well reputed International School in Colombo 7.

Knowledge of English is essential.

Training will be provided.

Call on (Between 9:00am - 5:00 pm)
0773431285 or 0773432048

DOHA QATAR

One of the leading catering company in DOHA QATAR urgently needs the following candidates from Sri Lanka.

Job Category	#	QR	Charges SLR
Administrative Assistants	5	900	62,902
Secretary	2	900	62,902
Cooks	5	800	62,902
Maintenance Supervisors	2	1500	62,902
Electrician	5	900	62,902
Facilities Supervisors	5	1200	62,902
Drivers (L.D.)	15	900	62,902
Motor Cycle Drivers	15	800	62,902
Catering Supervisor	5	1200	62,902
House Keeping/Cleaning Supervisor	5	1000	62,902
General Cook	5	1000	62,902
Equipment Mechanic	3	2000	62,902
Catering Waiters	80	700	62,902
Drivers (H.D.)	15	1300	62,902
Female Food Handlers	25	700	62,902
Garder	10	600	60,046
Salad Makers	10	750	62,902
Chapathi Makers	10	700	62,902
Assistant Cooks	20	700	62,902
Bakers/Pastry Man	10	750	62,902
Store Keeper	3	900	62,902
Maintenance Man	5	800	62,902
Butcher	10	700	62,902
Tea Boys	150	600	60,046
Cleaners	150	600	60,046
Laundry Men	10	600	60,046
Kitchen Helpers	50	600	60,046
CCTV Technician	3	1000	62,902
A/C Technician	5	1000	62,902
Irrigation Technician	5	1000	62,902

MES Manpower Agent

SLBPEL No. 2030 mes_lanka@yahoo.com Europe & Gulf
5/A/3, Wattagama Road, Madawala.
Tel : 081-2470052 Mobile : 071-4858785, 077-9190867

We required the following vacancies to be filled for our Holiday Resorts located at polgahawela /Koggala/Kalutara/kandy.

- Managers/Supervisor
- Chef I-II-III
- Cleaning staff Rooms / Kitchen

For applications

Manager,
Level 04, No:20, Hedges Court, Colombo
Email: hotel_vccapitals.com
Fax:0112697659

Vacancy for PROJECT OFFICER

Glide (Pvt) Ltd. (www.green-energy.lk) is a company in the fields of energy efficiency and eco-friendly enterprise development. We are seeking a dynamic individual for this position, Full-time or Part-Time.

The Key Responsibilities of the position would be to:

- Independently as a team execute work in one or more areas of the company's focus
- Plan, Organize, Coordinate and Implement projects to the satisfaction of multiple stakeholders.

The ideal candidate should:

- Posses an Engineering degree or equivalent.
- Essentially have excellent English writing skills
- Have experience in electrical engineering / Energy audits would be an added advantage

Apply with CV to: glideenergy@gmail.com

A leading computer firm in southern province seeks motivated professionals for the following vacancies

- Sales Manager
- Marketing Executive
- Computer Hardware Technician

Please forward your CVs to:

Fax: 0912226622

Email: vacancies@galleit.com

ENGLISH TEACHER

Wanted English Teacher (Spoken English) for a Foreign Student (Korean) 01 Hour per day (Home visited or Office - Biyagama)

0773 68 98 58

VACANCIES FOR AYURVEDIC DOCTOR

Experienced Ayurvedic Doctors are needed for an Ayurvedic Resort in Balapitiya and Kaluthara. Apply immediately.

Walk in interview on Wednesday the 8th of February.

Please call on 077 3635839

VACANCIES

A LEADING COMPANY IN COLOMBO HAS THE FOLLOWING VACANCIES.

AUTO-CAD DRAFTSMAN

APPLICANTS SHOULD HAVE THE NECESSARY COMPUTER SKILLS AND BE CAPABLE OF PREPARING COMPUTER LAYOUT DIAGRAMS AND DETAILED DRAWINGS, USING AUTO CAD SOFTWARE. A MINIMUM OF TWO YEARS EXPERIENCE IN AUTO CAD OPERATION IS ESSENTIAL

SECRETARY/JUNIOR SECRETARY

APPLICANT SHOULD HAVE HANDS ON EXPERIENCE ON MICROSOFT WINDOWS PACKAGE. TWO-FOUR YEARS EXPERIENCE IN GENERAL OFFICE PROCEDURES ESSENTIAL.

MULTY DUTY CLERKS

GCE A/L THREE PASSES, WITH GCE O/L PASS IN ENGLISH REQUIRED.

ATTRACTIVE SALARY AND EXCELLENT CAREER PROSPECTS.

APPLY WITH COMPLETE BIO-DATA, WITH CONTACT TELEPHONE NUMBERS, TOGETHER WITH TWO NON RELATED REFEREES:

C/O SUNDAY TIMES 20, P.O. BOX 644, COLOMBO

O P P O R T U N I T Y



Tokyo Cement Company (Lanka) PLC., one of the leading cement manufacturing and distributing company has the undernoted opening at their plant in Trincomalee.

MANAGER - ADMINISTRATION/HUMAN RESOURCES

Ideally candidate will have -

- Minimum of 05 years managerial experience in Administration and Human Resources, preferably with a recognized Human Resources qualification.
- Sound knowledge of labour laws and regulations.
- A team man.
- Computer literacy.
- Age around 45 years.

Service officers in the rank of Major or equivalent may also be considered.

Attractive remuneration package is on offer.

Furnished accommodation will be provided in Trincomalee.

Please e-mail or mail your resume by post to reach the following address within 10 days of this advertisement with names & contact details of two non-related referees.

Group General Manager,

TOKYO CEMENT CO. (LANKA) PLC.

No. 469 1/1, Galle Road, Colombo 03.

E-mail: ggm@tokyocement.lk