VACANCIES FOR

MONTESSORI **TEACHERS**

Highbrow Montessori



14, Thaksala Road, Sarikkamulla, Keselwatte.

Phone: 0382297723, 0773495411 Email: highbrowkids@vahoo.com (applicants from Moratuwa / Panadura areas are preferable)

OFFICE EXECUTIVE

An old bovs association of a leading school in Colombo is seeking applications from suitable applicants to fill the post of 'Office Executive'.

Qualifications

- The ability in Sinhala type setting
- Computer literacy in MS Word and MS Excel GCE A/L
- Energetic young male below 30 years

Following will be added advantages.

- Ability in Graphic designing
- Ability to operate QuickBooks Pro 2010 Accounting package
- Satisfactory level of English proficiency If you are interested forward your CV within

7 days to.

info@nalandajunioroba.org

RECRUITMENT **PROMOTIONAL OFFICER**

We are looking for a Experience person in the field of recruitment. Fluent in All 3 language to interact and Headhunt applicants in Colombo and out stations.

Apply immediately to



Phone: 011-2375750/1/2 Email: akgroup@sltnet.lk

Address: 532/1, Sirikotha Lane.Galle Road, Colombo.3

VACANCIES FOR

Vacancies exist for Qualified Teachers for a well established Montessori in Nawala. Fluency in English is Essential.

1) Teacher with Diploma in (AMI or MMI) with experience.

2) Day care staff with experience

Please call: 2876611



S. THOMAS' COLLEGE, MOUNT LAVINIA.

VACANCY

FINANCE CONTROLLER

S. Thomas' College Mount Lavinia invites applications from qualified candidates with a minimum of five years relevant work experience for the post of Financial Controller.

This is a hands-on position that requires working knowledge of accounting disciplines, compliance reporting, budget preparation, systems development and improvement. The Financial Controller will be responsible for coordinating and providing leadership on Accounting and Financial matters and is an integral part of the Warden's management team.

The desired attributes include:

- Ability to understand and respond to the peculiar needs of an educational institution's financial needs.
- Ability to work with initiative and a positive attitude towards teamwork whilst maintain a high degree of confidentiality.
- Strong interpersonal skills, effective communication skills, both verbal and
- written are vital.
- Computer literacy is essential.

Candidates with work experience in educational institutions will have an

Please give names of two non-related referees along with their contact telephone numbers. Please state the position for which you are applying on the top left hand side of the envelop.

> Applications should be submitted by 4th March 2012 to reach The Warden, S. Thomas' College, Mount Lavinia.

WARDEN



Zahira College **Accountant**

The Board of Governors of Zahira College, Colombo wishes to appoint a fully qualified (CIMA, ICASL, or ACCA) Accountant who has had at least five years experience, especially in Financial Accounting, either in an Audit Firm or in a Reputed Company to take over full responsibility for all Accounting and Allied Matters at the College.

Those with Management Accounting experience in Budgetary Control, Cash Flow and Funds Management will be preferred, plus strong Financial Administrative Skills and good HR Management Knowledge will be an asset.

Preferred age range is 30 – 45 years. A proactive person with effective communication skills in English, willing to work attractive school hours and who is used to working on a planned basis would be ideal. An attractive salary package in keeping with the management

position and corresponding responsibilities will be offered.

email: secbog@zahiracollege.lk or hard copy to the

All applications should be sent within

7 days from the date of this advertisement by

Secretary, Board of Governors', No.406, Maradana Road, Colombo 10

HOUSE MAID / **BABY SITTER** REQUIRED FOR FOREIGN COUNTRY (U.S.)

Foreign family looking for a Housemaid / Baby Sitter in age group between 30 to 35 years plus or minus but not more than 40 Years, Energetic, willing worker and should be able to speak and understand English and experience to handle small children / Twin Children and also be able to do cleaning, dusting of the house / rooms, making of bed, cleaning of toilets, washing of clothes, ironing of clothes, taking phone calls and noting of messages etc.

The maid would also have to accompany the employer on her trips abroad. (On accompanying the employer abroad all expenses traveling, stay boarding and lodging food etc would also be borne by the employer)

The Baby Sitter / Housemaid would be provided full boarding and lodging, food, clothes, separate room with attach bath for her personal use.

The period of the contract would be for two / three years extendable upon mutual consent.

Salary between \$ 300 to \$ 350/- per month (higher could be considered for really good candidate)

Contact: 077 9250013

IMMEDIATE VACANCIES

SALES EXECUTIVES (2K / DEBEER PAINTS)

- More than 2 Years experience in paints or Hardware field
- Age below 30 Yrs.
- Should be a self-motivated and result oriented professional
- Preference will be given to candidates with experience in selling 2k paints
- Fluent in English language and Communicate in Tamil language would be an added advantage
- Should have a valid Driving Licence
- Willing to work in any part of the Island

Apply with company CV and **indicating the post** on the top left hand corner of the Envelope to reach us within 7 days to the address below.











positions with our Client		
Category	Qty	Monthly Salary (Dirhams)
Supervisor	05	6000/=
(Steel/Pipe/Mechanical) Supervisor (Welding)	02	6000/=
Supervisor	02	6000/=
(Plater/Fabricator) • Welding Engineer	02	6000/=
Piping Engineer	02	6000/=
● Foreman	05	3000/=
(Steel/Pipe/Mechanical) Work Preparator (Steel/Pipe/Mechanical)	05	3000/=
• Draughtsman	05	3000/=
Marine Electrician	20	1200/=
Mechanical Fitter	20	1200/=

Mini. 3 years of relevant experience in marine industry is required with good English communication skills.

Terms & Conditions: Two year contract.

App. No : AL/1150 Advt /01 / 12

Medical, Accomodation and both way air tickets provided free.

All other terms & conditions as per U.A.E. labour law.

Government Approved Charges only.

Nanager Marine & Shore Based Recruitment Ceyline Shipping Ltd., 1, Alfred House Avenue, Colombo 3,. Tel: 0094 11 4 511052 Fax: 0094 11 4 511071 invited to visit us at http://www.cey

Employment Sunday February 19, 2013

Employee Engagement and positive work

research has found support for the view Lating that employees who are engaged in their work, including higher levels of vigor, dedication and absorption in daily activities, also have better moods and are more satisfied at home.

The research was presented by Clive Fullagar, professor of psychology, Satoris Culbertson. assistant professor of psychology, and Maura Mills, graduate psychology, student in Manhattan, at this year's Society for Industrial and Organizational Psychology annual conference in New Orleans. Satoris Culbertson

"Our research indicated that individuals who were engaged in positive experiences at work and who shared those experiences with significant others perceived themselves as better able to deal with issues at home, became better companions and became more effective overall in the home environment.'

The study followed 67 extension agents over two weeks to determine the relationship between daily work engagement and work-to-family facilitation. The participants completed two surveys each day one at the end of the working day and the other before going to bed for the night. They also undertook a separate survey at the start of the two-week period and another at the end. According Satoris Culbertson, stress at work and stress at home interact in both directions. The results suggest that engagement is significantly related to daily mood, and that mood also positively correlates with work-family facilitation. Both work engagement and work-to-family facilitation vary considerably from one day to the next.

"Just because an employee might not be invigorated or dedicated to his or her work on a Monday doesn't mean he or she won't be engaged on Tuesday or vice versa," said Culbertson. "Additionally, one's work can facilitate things at home to a different extent depending on the day and what has happened on that particular day."

Stressing that engagement refers to positive work involvement rather than more negative forms of job involvement like workaholism and work addiction, which have different effects on home lives, Culbertson said:

"Work addicts, or workaholics, have been shown to experience higher levels of workfamily conflict. On the contrary. our study showed that higher levels of engagement were related to higher levels of workfamily facilitation rather than conflict." She believes that organizations can build on these findings and intervene in the workplace arguing that it is important for organizations to help employees balance work and personal lives.

"Practically our results indicate that engagement is controlled by situational factors that are manageable by the Culbertson organization," added. "Generating high levels of engagement among workers has a positive impact on the work-family interface."

The meaning of employee engagement

William H. Macey and Benjamin Schneider of the Valtera consultancy firm wrote an article published in Industrial and Organizational Psychology* in 2008 in which they discussed the meaning of 'employee engagement'. They noted its increasing popularity among HR consultants and the relatively recent interest in the notion among academics. However, they also considered that the notion, although compelling on the surface, was unclear in its meaning.

Macey and Schneider considered that employee engagement refers to positive feelings held by employees about their jobs and also the motivation and effort they put into work. Engagement leads to positive employee behaviors that lead to organizational success.

According to Macey and Schneider, engagement should not be confused with satisfaction or commitment. They identify two components of employee engagement:

■ feelings of engagement

(focus and enthusiasm), and ■ engagement behavior (proactivity and persistence).

So, they distinguish between engagement and satisfaction:

■ engagement connotes energy and not satiation

■ satisfaction connotes satiation and contentment but not

They argued that employees come to work ready to be engaged but organizations need to create the conditions that will release that energy.

They believe that employees will feel and act engaged when managers create the right conditions that allow them to do so. The essential condition for feeling engaged, they contended, is fair treatment leading to a feeling of trust which, in turn, allows them to feel safe to be engaged.

According to Macey and Schneider:

■Our framework places an emphasis on the management of human resources in ways that respect the energy people bring to the work place, and it puts the responsibility on management to create the conditions for employee engagement. Management is responsible for creating the conditions at work that will facilitate employee engagement."

Employee engagement and manager behavior

A telephone survey conducted for Lynn Taylor Consulting has shown that - rather than helping to create the conditions for employee engagement manager behavior is seriously worrying employees across the country. When bosses stay behind closed office doors, workers begin to fear for their jobs. No fewer than 76% of respondents to the survey said that the 'closed door scenario' triggers thoughts of being laid

According to Lynn Taylor, author of the forthcoming book, Tame Your Terrible Office Tyrant™ (TOT); How to Manage Childish Behavior and Thrive in Your Job (John Wiley & Sons, July

"In today's economic environment, employees are searching for every clue to determine their job fate. Too often, not enough direct input is given to employees, and so non-verbal cues are heavily relied upon. Managers working behind closed doors may be shutting out more than noise - they may be shutting down productivity.

1,000 respondents, 18 years of age or older, was conducted by national independent research firm. The study concluded that employees averaged 2.8 hours (168.8 minutes) a day worrying about personal job concerns, such as mass lay-offs or losing their own jobs. Respondents were deeply suspicious of boss behaviors such as keeping office doors closed. When asked how often they think a boss's closed door was a signal of lay offs, the respondents said:

Always Often Sometimes 33% Rarely Never/Don't Know 15%

"Changes in manager behavior, such as a closed door, more private conferences, or less direct communication all represent potential 'exit signs' to many employees," said Lynn Taylor, adding that while managers have to deal with more sensitive personnel issues today than in previous decades, they can counter employee concerns at a critical time with more proactive communication.

"Acknowledging the astounding impact a small gesture can have on corporate productivity in tense times is a good first step. Providing your team with reassurances whenever possible will mitigate unnecessary panic and help them stay focused," she said.

"Many employees may also avoid speaking up to their bosses for fear of being shown the door, when, in fact, their ideas might boost a company's bottom line at a time when that is sorely needed. Opening your door literally and figuratively might not only mean greater profitability. In some cases, it might also help keep the doors of your business open," Lynn Taylor concluded.

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