



VACANCIES



Berendina Development Services (Gte) Ltd. (BDS)

BDS is part of Berendina group which is a partnership of people who are determined to eliminate poverty in rural and plantation areas of Sri Lanka through innovative best practice in small business/employments strategies, micro finance as well as by providing social protection to the most vulnerable people such as elderly and handicapped. The organization consists with Berendina Development Services (Gte) Ltd. and Berendina Micro Finance institute(Gte)Ltd. Berendina primarily work with underprivileged families in Kegalle, Nuwera Eliya, Anuradhapura, Kandy and Trincomalee districts.

We seek proactive and self motivated individuals who have professional commitment and ability to work in a challenging environment to fill following vacancies

**COORDINATOR
COMMUNICATION & FUND RAISING**
(Work station- Colombo)

Fund raising coordinator will effectively lead, manage, coordinate and monitor all fund raising and external/internal communication activities in the Berendina Development Services in order to enable and ensure smooth functioning and funding target to meet the objectives.

Job Profile

Fund Raising

- Develop and establish Sponsorship strategy to raise funds locally and internationally to assist extremely poor families
- Coordinate all fund raising and sponsorship activities in consultation with BDS management and respective donors to assist ultra poor families in working areas

Communication

- Establish and maintain all necessary external/internal communications
- Establish and maintain sustainable linkages with media and maintain bilateral, multilateral communications with NGOs/INGOs, Sponsors, networks and campaign.
- Develop all communication materials to be issued to the public in English language whilst co-coordinating the work in other languages
- Write case studies depicting the impact of our work on beneficiaries.
- Coordinate all video productions and any other forms of communication material developed by Berendina
- To update Berendina website with establishing mechanisms to get information from the field

Qualifications

Ideal candidate should be a specialist in communication / fund raising. Should be excellent in English. Ideally he/she should be passionate about poverty alleviation.

MANAGER SUBCONTRACT
(Work Station-Colombo)

Sub contracting is a program in which Berendina partners private sector to provide employment (part and full time) to unemployed youth and women in areas we work. The selected individual should take the lead role, in the identification of new sub contract opportunities to provide jobs to the people living in Berendina working areas (Kegalle, Anuradhapura, Trinco, Kandy and Nuwara Eliya districts).

Job Profile

- Develop attractive incentives to offer to private sector to receive sub contracting opportunities
- Prepare development/target plans for improvement of subcontract section and execute in consultation with BDS management
- Liaise with identified companies for subcontracting and facilitate for smooth functioning

Qualifications & Experiences

Ideal candidate should be a graduate or diploma holder either in Marketing or Business Management field with minimum 5 years of experience in the private sector. He or she should be very good in English and be able to speak in Sinhala.

Skills

Partnership building, negotiation, marketing and analytical skills

Age Limit: Below 40 years

PROGRAM AUDITOR
(Work Station-Yatiyantota)

He should report to the board of directors, utilize innovative approaches to identify and to address efficiency and effectiveness needs of program and project implementation. He should work independently to identify risks and inefficiency in relation to the project implementation. The selected individual should be willing to travel extensively in the field and should be a hard worker and should have ability to work extra hours.

Job Profile

- In consultation with project staff and management setting of verifiable indicators to measure changes of lives of beneficiaries of BDS interventions
- Visit individual projects/beneficiaries and assess the situation in line with above indicators compare those with progress reports of staff at different levels of the organization such as field officers and Managers and report to the board of directors with recommendations to improve the situation and to avoid same issues in other places.
- Determine organizational level compliance to stipulated admin and financial related policies and procedures and examine required internal control systems are in place in order to provide reasonable assurance in project implementing

Qualifications & Experience

Ideal candidate should be a Graduate or Diploma Holder with minimum 2 years of experience in Project Management and/or Monitoring and Evaluation

Skills

Report Writing, Computer Literacy and analytical skill

Age Limit: Below 35 years

MANAGER

Trincomalee (Work Station-Kuchchaveli)

Job Profile

To give leadership to a team of young professionals qualified and experienced in livelihood work. We work on program mode and not as a project and we want measurable changes in income of our target families. The program mainly focus on mainly poor landless unskilled workers and on families been resettled who do not have homes of their own in Kuchchaveli Division. We provide assets, working capital and capacity building to move them away from poverty. He or she will also supervise the Employment Resource Center in Trincomalee which provides career counseling, scholarships for vocational training and job linkages. In addition in Kuchchaveli, Serunuwera, Mutur and Echchapatu (Verugal) he has to give leadership to the program which gives monthly allowances to destitute families and bright poor children and also identify needed small rural infrastructure works that need construction or repair.

Qualifications and Experience

- A degree in Agriculture, Business or any relevant field.
- At least 2 years managerial experience including overall financial and administrative responsibility
- At least 3 years hands on experience in livelihood development
- Good speaking ability in Tamil and working ability in English. Ability to understand and speak Sinhala is also required

Skills

Networking, Report Writing, Computer Literacy and analytical skills

Age Limit: Below 45 years

MANAGER

Employment Resources Centre (ERC)
(Work station- Yatiyantota)

He or she will be overall charge of the Employment Resources Centre activities established under Berendina Development Services throughout the country.

Job profile

- Take the lead role in improving of Employment Resources Centre activities in each location, identification and coordination of new /potential employers for provision of jobs and Identification of Vocational Trainings service providers to send unemployed youths
- Coordinate and provide necessary guidance for Assistant Managers and Project Assistants located in centres in achieving annual targets of ERC.

Qualifications & Experience

- Ideal candidate should be a graduate with minimum 3 years of experience in implementing youth development, career guidance and counseling related projects with private and government sector partners.
- At least 2 years managerial experience including overall financial and administrative responsibility

Skills

Networking, Report Writing, Computer Literacy and analytical skills

Age Limit: Below 45 years

DRIVER

(Work Station-Colombo)

Qualification / Experience:-

- G.C.E O/L with valid Driving License
- Must be able to work extra working hours
- Two years previous experience as a driver
- Flexibility and ability to cope up with stressful situations

Salary

Negotiable for all positions. Market based attractive remuneration package will be offered depending on qualifications and experience. **PLEASE INDICATE THE CURRENT SALARY WHEN APPLYING.**

Fringe Benefits

Berendina offers Health insurance, EPF employer contribution at 15% and ETF, allowances for housing, mobile phone and interest free loans for motor bicycles. The organization also offers career development opportunities locally and at times internationally.

How to Apply

Applications providing necessary information including names and addresses of two non related referees should be forwarded under registered cover to the

**Manager-Human Resources,
Berendina Development Services,
381/10, Swarna Place, Nawala
Road, Rajagiriya**

on or before 28th May 2012. The title of the post applied for should be stated on the top left hand corner of the envelop. Please note that applications send by E mail will not be entertained.

Web: <http://www.berendina.org>

VACANCIES

Trainee Sales Executives for our Establishment dealing with Agricultural Machinery. Salary / Commission over Rs. 45,000/- per month. Ideal candidate should possess riding license.

Should be excellent in English with computer operating knowledge & Tamil speaking would be added advantage.

Calling interview on 21st May 2012
8.30 am – 11.30 am

FARMERS (PVT) LTD,
No. 200, Deans Road, Colombo -10.

**VACANCIES FOR
TEACHERS**

English Medium

Mathematics

English

Primary

Sinhala

St. Michael's College

Homagama and Meegoda

Tel: 0112857985

**HAIR STYLIST
BEAUTICIANS**

Wanted English Speaking
HAIR STYLISTS / BEAUTICIANS
Both Male & Female For a
Modern Salon in Dehiwala.

Qualifications : City & Guilds or NVQ Level
Experience : 2-3 Years

Attractive remuneration package
for the right candidate

School Leavers with a passion
for Hair & Beauty may also apply

Call : 072 860 4060

**Is There a
Model in You?**

As the premier modelling agency in Sri Lanka, L'aska Model Asia represents the best and brightest talent in the country. We maintain strong links with numerous worldwide modelling agencies and multinationals as well as big-budget advertising companies and top designers.

L'aska's talent base boasts some of the biggest names in the modelling scene in Sri Lanka and include models specialising in print media, runway, TV commercials, acting and hosting.

Whether you are an aspiring model, recent school leaver or a student...if you think that you have it in you to be a star, we want you!

Write to us, or drop in for a personal consult at the address below for more details.

L'aska Model Asia... your gateway to an exciting world of opportunities.

L'aska.Asia
100B, Barnes Place,
Colombo 7.

Email: laskaglamour@gmail.com