

UNION ASSURANCE

We will take care of you for life

VACANCY

Assistant Marine Cargo Surveyor (Trainee)

Union Assurance is a leading corporate citizen backed by the strength and stability of two of Sri Lanka's largest business establishments - John Keells Holdings PLC and Carson Cumberbatch Group.

Opportunities exist for a young energetic individual with excellent communication skills to join our team, as Trainee Assistant Marine Cargo Surveyor (Executive level). The selected candidate will be based at the Head Office. Training period is one year. Upon confirmation the selected candidate will be required to participate in cargo surveys in Ports, Air Ports, Container yards and Warehouse etc.

Eligibility:

- Age preferably between 19 - 23 years
- 3 passes at the G.C.E. (A/L)
- Computer literate
- A motor cycle riding license
- Prepared to work outside the normal working hours.

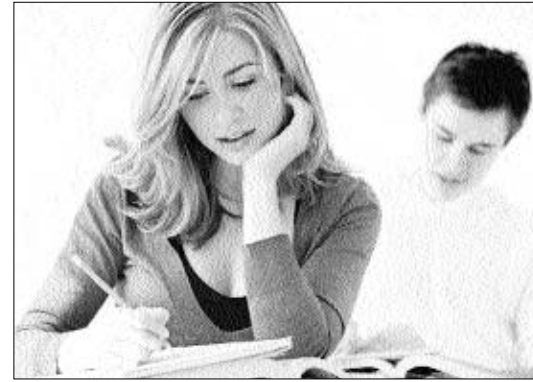
The selected candidate can look forward to a rewarding career with a clear path towards personal and professional success coupled with advanced training opportunities and an attractive remuneration package.

Eligible candidates are invited to send their CV along with two non-related referees by 17 October 2008

Manager Human Resource Services
Union Assurance PLC
No 20, St Michael's Road
Colombo 3

ST APPOINTMENTS

MAKING OPPORTUNITIES AVAILABLE FOR YOU



Team building and delegation *How and when to empower people?*

Employee involvement is creating an environment in which people have an impact on decisions and actions that affect their jobs. Employee involvement is not the goal nor is it a tool, as practiced in many organizations. Rather, it is a management and leadership philosophy about how people are most enabled to contribute to continuous improvement and the ongoing success of their work organization.

My bias, from working with people for 35+ years, is to involve people as much as possible in all aspects of work decisions and planning. This involvement increases ownership and commitment, retains your best employees, and fosters an environment in which people choose to be motivated and contributing. It is also important for team building.

How to involve employees in decisionmaking and continuous improvement activities is the strategic aspect of involvement and can include such methods as suggestion systems, manufacturing cells, work teams, continuous improvement meetings, Kaizen (continuous improvement) events, corrective action processes and periodic discussions with the supervisor.

Intrinsic to most employee involvement processes is training in team effectiveness, communication, and problem solving; the development of reward and recognition systems; and frequently, the sharing of gains made through employee involvement efforts.

Employee Involvement Model

For people and organizations that desire a model to apply, the best I have discovered was developed from work by Tannenbaum and Schmidt (1958) and Sadler (1970). They provide a continuum for leadership and involvement that includes an increasing role for employees and a decreasing role for supervisors

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in the decision process. The continuum includes this progression.

Tell: the supervisor makes the decision and announces it to staff. The supervisor provides complete direction. Tell is useful when communicating about safety issues, government regulations and for decisions that neither require nor ask for employee input.

Sell: the supervisor makes the decision and then attempts to gain commitment from staff by "selling" the positive aspects of the decision. Sell is useful when employee commitment is needed, but the decision is not open to employee influence.

Consult: the supervisor invites input into a decision while retaining authority to make the final decision herself. The key to a successful consultation is to inform employees, on the front end of the discussion, that their input is needed, but that the supervisor is retaining the authority to make the final decision. This is the level of involvement that can create employee dissatisfaction most readily when this is not clear to the people providing input.

Join: the supervisor invites employees to make the decision with the supervisor. The supervisor considers his voice equal in the decision process. The key to a successful join is when the supervisor truly builds consensus around a decision and is willing to keep her influence equal to that of the others providing input.

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Amal International School

THE PIONEERS IN ENGLISH MEDIUM

IMMEDIATE VACANCIES

English Language/Literature Teachers for Grades 6 to 13

(3 positions)

Retired English Specialist Trained Teachers may also apply

Business Studies Teacher for A/L classes

Graduates with relevant qualifications and experience

Previous experience in an International school would be an added qualification.

Assistant Librarian cum Computer Teacher

With library qualifications.

Proficiency in English is essential for all the above categories.

Negotiable salary based on qualifications and experience.

Walk-in interviews on 13th, 15th and 16th

between 9.00 a.m. and 1.00 p.m.

Please call over with Bo data and relevant certificates.

Principal,

Amal International School

#152, Dharmarama Road, Off Havelock Road,
Colombo 06

E mail: amaledu@sltnet.lk www.amalinternationalschool.com

Sri Lanka College of Journalism Course Coordinator

Are you an experienced journalist or journalism trainer looking for a new dimension in your career?

The course coordinator will help develop and

implement the mid career training programmes run by the college of journalism in cooperation with the Swedish institute for further training of journalists, Fojo.

Key Responsibilities

- To assist the college director to organize and develop training programmes for working journalists.
- To schedule training activities for working journalists.
- To contact and liaise with trainers and lecturers.
- To coordinate logistics arrangements and hosting of course at SLCJ.
- To evaluate and follow up on the impact of the training.
- To assist the College director to liaise with other journalism training organizations and SLPI partners.

Competence required

- Skilled coordinator and organizer
- Conceptual and analytical thinker
- Excellent communication skills
- Ability to work in a team
- Possess initiative
- Good command of the English language and preferably Tamil
- Knowledge of the Sri Lankan media and good contacts with the media agencies

Salary: Negotiable

Expected starting date: Immediately

Interested applicants should send their updated curriculum vitae, together with names of two non-related referees, by 24th October.

Sri Lanka College of Journalism
96, Kirula Road,
Colombo 05.

SLCJ is an equal opportunity employer. Only short listed candidates will be contacted. Please contact Renuka Gunawardena for further information.

Contact number: 011-5353635