

Free Recruitment KUWAIT

Category	Qty	Salary KD
Sales Associates (Female)	15	225-250

(Rs. 80675/- 100750/-)
 Terms- Medical Facilities Provided food not provided, joining & return ticket after of contract. 08 hours work 48hours per week 3 year contract Annual leave & all other benefits as per laws of the U.A.E.
 Walk in immediately with 2 complete sets of bio data , attaching the copies of experience and educational certificates, passport Copy & 06 pp size photos.

Free U.A.E Recruitment

Category	Qty	Salary KD	Accom	Allowance
Sales Associates (Female)	10	1,925/=	550/=	
Sales Associates (male)	10	1,925/=	550/=	

(Rs. 74250/-)
 Medical Facilities Provided food not provided, joining & return ticket after of contract. 08 hours work 48hours per week 3 year contract Annual leave & all other benefits as per laws of the U.A.E.
 Walk in immediately with 2 complete sets of bio data , attaching the copies of experience and educational certificates, passport Copy & 06 pp size photos.

ACE INTERNATIONAL RECRUITMENT CONSULTANT (PVT) LTD
 NO. 2, Lakxmi Gardens, Maradana Road, Colombo 08. TEL NO. 2684145 /2677121
 AL/1285A/04/20/08 AL/1285A/04/21/08

C.W. MACKIE PLC

ACCOUNTS ASSISTANT

C.W.Mackie PLC has a vacancy for an Accounts Assistant.

We are looking for a dynamic individual having Advanced Level with at least credit passes in Maths & English at O/Level. Candidates with part qualification in AAT,IAB or similar qualification will be an advantage. The Candidate will be required to work in computerized environment.

Individuals below 30 years of age with experience will be eligible to apply.


Salary will be negotiable depending on qualifications and experience.

If you are confident that you are the right candidate and interested in developing your career with us, Please forward your complete resume, with names of two non-related referees, within 10 days under confidential cover to :-

Executive Director/CFO
C.W. Mackie PLC
 36,D.R. Wijewardene Mawatha,
 Colombo-10.

(Please mark the post applied for on the top left-hand corner of the envelope.)

VACANCY ANNOUNCEMENT



The Regional Center of UNDP located in Colombo and serving around 37 UNDP country offices in the Asia and Pacific Region invites applications from highly qualified, energetic, proactive and experienced Sri Lankan professionals for the post of a **short term Microsoft Excel/VBA Consultant**. The post provides unique and attractive opportunities for professionals to serve with UNDP and gain experience at the regional level.

The HIV/AIDS Team at the UNDP Regional Centre in Colombo has developed an Excel-based HIV/AIDS costing tool to assist the governments in Asia and the Pacific in estimating the total resource needs and mobilising external resources to achieve the MDG 6.

UNDP seeks the services of a local consultant with advanced knowledge of Microsoft Excel and VBA programming who can assist the team with improving the tool.

The consultant under the guidance and direct supervision of the Programme Specialist of the HIV team will provide the following services.

- debug and test all the cells for the integrity of formulas and validity of calculations
- create a range of functions using Visual Basic
- make improvements or changes in the model

Initially the Contract duration will be for 1 month full time and extended according to performance.

Candidate should be an Undergraduate or other Diploma holder in IT related area, particularly a high level of Visual Basic programming and Excel customization experiences.

Potential and interested candidates for the above posts are invited to send their application to the HIV/AIDS Practice Team Leader, including CV with references and full address along with contact telephone number/e-mail by 22 October 2008. For detailed TOR, visit our web site www.undp.org. Please send in your application to the following address :

UNDP Regional Centre in Colombo
 P.O. Box 1316, No 23, Independence Avenue, Colombo 07
 Or E-mail: rc.hr.ik@undp.org

Plan Sri Lanka



Plan is an international humanitarian, child-focused development organization without religious, political or governmental affiliations. We are one of the worlds largest children's organizations working over 60 years with and for poor children and communities in 63 countries around the world in the field of education, health, water and sanitation, livelihood and children's rights.

Plan has been in Asia since 1948 and currently has long-term programmes in 13 countries, including Sri Lanka. Since 1981 Plan Sri Lanka programmes cover the districts of Kandy, Matale, Kurunegala, Anuradhapura, Badulla, Monaragala and Hambantota with 28,300 sponsored children and a budget of around \$7 million per annum.

We are looking for a:

Civil Engineer

Job Purpose:
 Assist Program Unit Manager/ Program Unit Technical Advisors to guide the technical staff of the projects. Identify technical training needs; facilitate the development of training modules and conducting of trainings. Check quality, accuracy and feasibility of technical proposals and guide technical staff for the quality assurance of infrastructure. Quality assurance of detailed designs, drawings and estimates.

Work station : Kurunegala
Reporting to : Program Unit Manager
 (Program Unit covers Kurunegala and Anuradhapura districts)

Qualifications:
 • B.Sc. in Civil Engineering
 • At least 5 years experience of which 3 should be in rural water supply

Attractive remuneration package.
 Previous applicants need not apply. Qualified individuals are invited to submit their resume with covering letter to :

Human Resources Manager, Plan Sri Lanka,
 No: 532/3, Seibel Place - Lane 2, Kandy.
 or e-mail to: PSL.HR@plan-international.org

Closing date for application is 20th October 2008. (only short listed applicants will be notified)
 Qualified women are encouraged to apply. Plan is an Equal Opportunities Employer. As an international child-centred development organization, Plan does not tolerate child abuse.
www.plan-international.org

www.sundaytimes.lk



Before this week
ST APPOINTMENT
 Apply !!!



We Need YOU... YOU...

We are a leader status Pharmaceutical Agency House representing the interests of many International Research based Companies, We enjoy an annual turnover exceeding SLRs. 1 billion and employ a staff cadre exceeding 300 young men and women who are professionals in their respective fields.

Arising from the rapid expansion and development of both in-line and new business activities at hand, we are in need of high calibre personnel, for pivotal enlistment towards optimum productivity.

MEDICAL REPRESENTATIVES

Selected candidates who would be required to provide Professional Information and Services to the Medical Profession should:

- have studied upto the GCE Advanced Level ideally in Biological Sciences.
- be articulate in English and Sinhala/Tamil.
- be between 18 - 30 years.
- be willing to undertake extensive traveling and work long hours.
- be result oriented team players with a pleasing personality.

SALES REPRESENTATIVES

Selected Candidates should:

- possess credit passes in Mathematics & English at the GCE (O/L) examination.
- have excellent communication and interpersonal skills.
- be between 20 - 35 years.
- have a pleasing outgoing personality and excellent sales skills.
- Be willing to travel extensively.

SECRETARIES

Selected candidates should:

- be computer literate with knowledge of MS Word, Excel, PowerPoint and Access.
- have a minimum of 3-5 years experience as a Secretary in a reputed establishment.
- be in the age group of 22-35 years.
- be fluent in spoken and written English.

RECEPTIONIST

Selected candidate should:

- be under 30 years of age.
- be very fluent in English and Sinhala/Tamil.
- be computer literate.
- have experience working with a PABX system
- have a pleasing personality

School leavers are encouraged to apply.

ACCOUNTS ASSISTANTS

Selected Candidates should:

- be between 22 - 30 years
- possess part qualification in CIMA or ACCA.
- be competent in book keeping, preparing payments and be willing to assist in the preparation of accounts.
- have hands on experience in ACCPAC computer based accounting system.
- have a minimum 2 years experience in financial accounting in the Mercantile Sector.

Terms and conditions of employment would be attractive and the working environment pleasant. A competitive remuneration package will be on offer to the chosen candidates with ample opportunities for career development.

Applications containing a comprehensive resume should be sent within the next 14 days to reach:

Director, Legal & Corporate Affairs
Emerchemie NB (Ceylon) Limited
 No. 60, Maligawatte Road, Colombo 10

'National in Fibre, International in Flavour'

VACANCIES

Victoria Range Bungalows
 In Digana, Kandy

The newest addition to the family of NIVASIE has the following Vacancies. We invite young individuals to join us and be a part of this DYNAMIC TEAM.

ASSISTANT - BUSINESS DEVELOPMENT EXECUTIVES KANDY

We are looking for young individuals below the age of 26, with good Educational background and an excellent knowledge in spoken and written - Sinhala and English. Ability to communicate in Tamil will be a distinct advantage.

A minimum of two years experience in sales and marketing with emphasis in selling housing units or apartments will be a definite advantage.

SECRETARY CUM SALES ADMINISTRATION EXECUTIVE KANDY

We require services of a young and energetic female, with a pleasing personality, who is computer literate, able to handle correspondence independently, and carry out work efficiently with minimum supervision. She should be very fluent in English both written and spoken.

Should be below 30 years.

Attractive Remuneration Package awaits the right candidate.
 Please send complete Resume with Two Non Related Referees on or before 25th October, 2008

Email: nivasiedevelopers@nivasie.com

Manager Office Admin & HR
NIVASIE DEVELOPERS (PVT) LTD.
 49/16, Galle Road, Colombo 03
www.nivasie.com

