

VACANCY EXECUTIVE SECRETARY

A well reputed public quoted Company is looking for a self motivated, enthusiastic, energetic lady with outgoing personality for the above position for immediate employment. The selected applicant will report to a Director of the Company.

Applicants should be suitably qualified academically and possess not less than five years experience as a Secretary attached to a reputed organization.

Loyalty, integrity, effective written & verbal communication skills in English, computer literacy, ability to work smart and handle multiple duties at the same time are other attributes looked for. Knowledge of Accounts is considered a distinct advantage.

Age: preferably below 35 years.

An attractive salary package will be offered commensurate with qualifications & experience.

Please apply with a detailed bio-data including the contact telephone number, names & address of two non-related referees of standing within 10 days of this advertisement.

STM 268
P. Box 644
Colombo

NORATEL VACANCIES

Toroid International (Pvt) Ltd, and Toroid Lanka (Pvt) Ltd located in the Free Trade Zone Katunayake, are two expanding companies of the Scandinavian-based Noratel Group, a world leader in the manufacture of transformers and chokes, located in nine European countries and Asia. We started operations in Sri Lanka in 1989 and opened our second company, Toroid Lanka (Pvt) Ltd in 1999. Our third factory opened in October 2006. Now we have 2000 employees and are looking for competent persons for the positions below:

DESIGN ENGINEERS

Duties: Design and costing of transformers to customer requirements, preparation of manufacturing documentation, monitoring of manufacturing/testing prototypes, handling of feedback from customers and from our production staff, special testing at demanding applications etc. A very important part of the work is the liaison with our customers and production staff. The work also includes participation in international sourcing of special components, and in marketing and sales activities.

Qualifications/experience: B.Sc. in Electrical Engineering. Some working experience in a technical position is an advantage. Computer knowledge and fluency in written and spoken English is very essential.

ADMINISTRATIVE / TECHNICAL ASSISTANT

Duties: Assist the Design Engineers to prepare technical documentation, doing special tests, coordinate with other departments to solve minor technical problems, etc.

Qualifications/experience: Minimum G.C.E. A-level in Science subjects (incl. Physics). Fluency in English and good computer knowledge (MS Office) is essential. Technical interest is important. *Females are encouraged to apply.*

TRAINING & DEVELOPMENT EXECUTIVE

Duties: Plan and conduct mainly technical training regarding our products and manufacturing process to our employees. Maintaining training records and other related duties.

Qualification/experience: NDT/NDIS (electrical/electronics) or equivalent education. Computer knowledge (MS Office packages), strong interpersonal skills, excellent presentations- and communication skills and excellent command of written & spoken English are essential. Experience in conducting training is an added qualification. *Females are encouraged to apply.*

- Candidates living close to Katunayake preferred.

This is an opportunity for those who are eager to work hard in a positive atmosphere. Competitive salary and benefits will be offered to the right persons. If you believe that you are the right person to join our team, please send your application with complete bio-data, copies of educational and working experience certificates before 15 November 2008.

The Manager - Human Resources
Toroid International / Toroid Lanka (Pvt) Ltd
P. O. Box 15
Katunayake
E-mail : toroid@toroidlk.com

Careers at Apollo

The Lanka Hospitals Corporation PLC / Apollo Hospitals - Colombo needs passionate and committed people with an outgoing personality to fill the following vacancies.

MEDICAL OFFICERS

- M.B.B.S./M.D. from Sri Lanka or from a foreign country
- Should be Registered with the Sri Lanka Medical Council
- Previous experience in Emergency, Nephrology and Anesthesia will be an added advantage
- Age below 40 years

ASSISTANT PHARMACISTS

- Should be registered with Sri Lanka Medical Council as an apprentice pharmacist with at least 1 years' experience in dispensing medicine
- Or
- 3 years experience as a dispenser in a reputed pharmacy / hospital

PHARMACISTS

- Should be registered with Sri Lanka Medical Council as a pharmacist
- 3 years experience in a reputed pharmacy / hospital

CUSTOMER CARE OFFICER

- G.C.E. A/L in any stream
- Males / Females age between 20-27 years
- Minimum of 1 years' experience in similar capacity in hospitality industry will be an added advantage

The successful candidates will have career growth opportunities.

Please forward your resume along with addresses and contact numbers of two non related referees within 07 days of this advertisement. Write the position you apply in the top left hand corner of the envelope.

All résumés should be addressed to:
Assistant Manager - Human Resources
The Lanka Hospitals Corporation PLC
57B, Elvilgala Mawatha, Colombo-05
E - Mail: careers@apollocolombo.com

Apollo Hospitals
CORPORATION PLC

The Lanka Hospitals
CORPORATION PLC



**International
Finance Corporation**
World Bank Group

BACKGROUND

The International Finance Corporation (IFC), a member of the World Bank Group, promotes sustainable private sector investments in developing economies to help reduce poverty and improve people's lives. IFC is expanding its Advisory Services (AS) operations in Colombo under the South Asia Enterprise Development Facility (IFC- SEDF) to support the development and growth of Small & Medium and Microfinance enterprises in Sri Lanka and Maldives.

IFC has the following vacancies in its Colombo office:

OPERATIONS OFFICER - ACCESS TO FINANCE

The Operations Officer - Access to Finance will be responsible for the design and implementation of specific programs of advisory services under this program component to facilitate capacity building of banks/financial institutions and government agencies to improve access to finance for the SME and microfinance enterprises.

The scope of work shall include diagnostic studies, advisory services for organizational development, human resource management, product development, expansion of delivery channels and outreach focusing on SME and microfinance segments.

The candidate should have a Degree in Finance, Accountancy, Economics or a related field and/or membership of a relevant internationally recognized professional body. A Masters Degree in a related field will be preferred. Candidates should have at least 7-8 years experience in the financial sector.

OPERATIONS OFFICER - CORPORATE ADVICE

The Operations Officer - Corporate Advice will be responsible for designing and implementing advisory programs with a focus on sector development through value chain projects and linkage programs based on IFC products and global experience.

The scope shall include preparing sector maps, diagnostic studies, supply chain development and working with IFC client firms in designing linkage programs in identified sectors with the aim of improving backward integration and performance of SMEs and micro enterprises in these sectors.

The incumbent should have a Degree in Finance, Accountancy, Economics or related field and/or membership of an internationally recognized professional body. A Masters Degree in a related field will be preferred. Candidates should have at least 7-8 years experience in planning, business development or providing advisory services to private enterprises. Preference will be given to applicants with experience and expertise in sectors such as Tourism, Information Communication Technology and Agribusiness.

OPERATIONS OFFICER - RENEWABLE ENERGY PROGRAM

IFC is launching a Portfolio Approach to Distributed Generation Opportunities (PADGO) project in Sri Lanka, to support local Financial Institutions (FIs) in developing focused lending business around the deployment and market penetration of smaller sized power generation technologies in developing economies. The approach targets economic development in select geographic regions with the right enabling environment for distributed power generation technologies.

The PADGO program is expected to be replicated in other countries/regions, and the pilot project in Sri Lanka is the important first step in improving energy access and environmental concerns through promotion of Distributed Generation (DG).

The Operations Officer will provide support to participating banks in the assessment of risks and evaluation of project design so as to ensure the sustainability of the projects, as well as contribute to the sector development.

The tasks include: 1. to supervise the external consultants hired for the project and ensure quality of output; 2. Compile material for training programs for participating banks and project developers and organize workshop/training sessions; 3. Provide support for sector/project development assistance.

The successful candidate will report directly to the Task Team Leader of PADGO Sri Lanka Project in IFC Environmental and Social Sustainability Department in Washington and IFC Country Manager in Sri Lanka.

The candidate should have a Degree in Energy, Engineering, Environmental Policy, Finance, or Business. Those with relevant post graduate qualification will be an advantage. Candidate should possess experience in project development and/or investment in renewable energy and relevant sector knowledge. Familiarity with IFC's policies and environmental & social performance standards will be an added advantage.

The successful candidates for all the above positions should be able to demonstrate:

- Strong project management skills, excellent inter-personnel skills and computer literacy are essential.
- Leadership, general and people management, and team building skills.
- Ability to manage and prioritize several, disparate tasks simultaneously with confidence and calm demeanor.
- Experience of working in a challenging multi-cultural/multi-ethnic environment and adaptability and sensitivity to local cultural, political and economic issues.
- Ability to represent IFC at the highest levels of government and donor organizations.
- High level written and oral presentation skills.

Potential and interested candidates for the above posts are invited to send their application to: rdemello@ifc.org mentioning the position applied for in the subject line or post/courier your application to the address mentioned below, indicating the position applied for in the top left-hand corner of the envelope.

All positions are subject to local recruitment and is a term appointment for two years based in Colombo. Applications should reach us within ten days of this advertisement. Only applicants selected for interviews will be contacted. To learn more about IFC, please visit our website at www.ifc.org

Country Manager
International Finance Corporation
15th Level - DHPL Building
42, Nawam Mawatha
Colombo 02