



**THE WORLD BANK  
Colombo Office**

**Position of Executive Assistant**

The World Bank, Colombo Office, is seeking an Executive Assistant to work in a multi disciplinary team environment and will carry out a full range of office support work for the Country Director, Colombo Office.

**Main Duties and Responsibilities**

- ④ Provide comprehensive support to the Country Director.
- ④ Prepare correspondence on a range of topics. Also, ensure the quality of documents requiring Country Director's approval and/or signature;
- ④ Organize, prioritize, schedule, plan and coordinate work and other activities internally and externally.
- ④ Coordinate and manage the workflow of the team of Team Assistants.
- ④ Mentor, guide and coach Team Assistants.

**Knowledge & Skills required**

- ④ Thorough knowledge and use of all relevant computer software.
- ④ Outstanding interpersonal skills and ability to interact with an extensive network of contacts at senior level, both internally and externally.
- ④ Proven ability to create and work in a team-oriented, multi-cultural environment, to perform effectively in meeting constantly changing business needs with competing activities and demands, and to effectively serve both as team leader and team member;
- ④ Strong written and verbal communication skills in English, and other languages as required.

**Selection Criteria**

- ④ Minimum Education: GCE Advanced Level.
- ④ Minimum Years of Relevant Experience 5-7 years or more.

**Clearance and testing requirements**

Ability to pass relevant Bank Group Tests (e.g. English language, computer applications, etc) in place at the time of recruitment.

The World Bank offers a locally competitive package. The current assignment will be a Term position for a period of two years. The World Bank is committed to attract and maintain a diverse, highly qualified and dedicated work force.

We are aiming at changing the staffing profile at all levels to reflect a better representation of women and people with disabilities. Deadline for applications will be January 27<sup>th</sup>, 2009. Only shortlisted candidates will be notified. Candidates should submit their resume online to [www.worldbank.org/jobs](http://www.worldbank.org/jobs) referring to job# 090032 wherein a detailed job description is posted.

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your horizons  
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**Go places with the bank where everyone can make their mark.**

At Standard Chartered Bank, we're an equal opportunity employer. With more than 115 nationalities among our 75,000 employees, everyone has the same opportunities to get to the top based on merit and ability. Make a real difference at the bank with over 150 years' experience in Asia, Africa and the Middle East.

**Sales Executives – Credit Cards/Personal Loans**

The selected candidates would be required to enhance our Credit Card and Loan business portfolio in Consumer Banking by acquiring new customers.

**Requirements:**

- A passion for sales
- Outstanding persuasion skills
- Excellent interpersonal skills
- Experience in sales at a financial institution would be an added advantage

**Senior Sales Executives – Credit Cards**

The selected candidates will be required to focus on new customer segments to increase the Credit Card business in Consumer Banking and work with an energetic sales team and ensure that sales targets are achieved.

**Requirements:**

- Two years sales experience in a service organization
- Exceptional communication skills
- Ability to identify consumer requirements and confidently discuss and offer appropriate solutions
- Strong interpersonal skills and the ability to work in a team

Go places with us today. Walk-in interviews will be conducted on the **15th January from 10 a.m. – 3 p.m. at Standard Chartered Bank, 37, York Street, Colombo 1.** Candidates will be required to bring their resumes along with names and contact details of two non-related referees.



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**TO GET THE BEST RESPONSE  
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**Macrowear (Pvt) Ltd**

We are a company located in Nivithigala, Ratnapura engaged in Garment Manufacturing, currently looking for a suitable experienced individual for the following position.

**Accountant (Male)**

- Good educational background
- Minimum 2-3 years experience in the similar capacity
- Part qualified in ACA, CIMA or equivalent. Preferably in the final stage
- Experience in MYOB will be an added advantage
- Good Computer literacy (Excel, word, power point, outlook)
- Priority will be given to the candidates from Ratnapura area.

Interested applicants are requested to send their resumes within 7 working days of this advertisement with contact details of two non-related referees.

The HR Manager  
Macrowear (Pvt) Ltd  
Level 4, Access Towers,  
278, Union Place, Colombo 02.  
E-Mail: [info@lankaequities.com](mailto:info@lankaequities.com)

**AVAILABLE  
HEAD OF HR**

**Strengths:**

- Knowledge and hands on experience in all spheres of HR management – strategic and tactical
- Has experience at the highest level in all areas of Administration
- Extensively trained locally and overseas

**Experience:**

Over 25 years experience at Head of HR level with multi-national Companies

Prides in finding innovative solutions and has a holistic, enterprise wide approach.

**Education and training:**

Possesses Diplomas in HR Management and in Psychology and has had extensive local and overseas training with exposure to best practices overseas.

**Looking for:**

An opportunity to contribute at Head of HR level in a large local enterprise or a group of Companies.

**Contact:**

Details of position available and Company profile to be sent via email to: [ann.jay58@gmail.com](mailto:ann.jay58@gmail.com)

[www.sundaytimes.lk](http://www.sundaytimes.lk)



**Refer this week**



**&  
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**Bring quality to life**

GlaxoSmithKline (GSK) is a world-leading research-based pharmaceutical company with a powerful combination of skills and resources in 80 countries with over 100,000 employees worldwide, that provides a platform for delivering strong growth in today's rapidly changing pharmaceutical industry. **Our global quest is to improve the quality of human life by enabling people to do more, feel better and live longer.**

At GlaxoSmithKline we are looking for people with good leadership, communication and interpersonal skills, along with the drive, creativity and passion to succeed with a strong commitment to integrity and professionalism

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**MEDICAL PROMOTION DELEGATE**

**Job Profile**

- Achieve set goals to meet the company's growth objectives
- Sharing research-based evidence on GSK products in order to continuously add value to the Health Care Professionals

**Job Requirements**

- Ability to effectively communicate in English
- At least 3 A/L passes
- Proficiency in MS Office
- Ability to work in any part of the island independently
- Age below 27 years
- Valid driving licence
- A Degree or part/full qualification in CIM/SLIM will be advantageous

**School leavers are encouraged to apply for trainee positions**

As an equal opportunity employer we encourage applications from female candidates.

Remuneration includes monthly salary, incentives and vehicle allowance.

If interested apply with the names of two non-related referees: electronically via [www.topjobs.lk/gsk](http://www.topjobs.lk/gsk) or email to [careers.srilanka@gsk.com](mailto:careers.srilanka@gsk.com)

Your application should reach us on or before 16th January 2009.

**Human Resources Manager**  
GlaxoSmithKline Pharmaceuticals  
121, Galle Road, Kaldemulla, Moratuwa



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**Pharmaceuticals**