

MIDEX AIRLINES



Immediate vacancies exist in DXB and AAN for the following categories:-

02 Accountants (Males / Females) – preferably with Airline experience - for DXB

05 Flight Dispatchers with GCAA or Equivalent License for Al Ain (AAN)

04 Crew Schedulers to work at AAN

03 Ground Operations Managers for DXB and for AAN

01 Secretary Aged 30 to 45 years with Knowledge of foreign languages

Very attractive terms and conditions will be offered to the selected candidates.

Please apply with Passport size photograph attached to:-



Director
MIDEX AIRLINES
 Level 09-03, East Tower, World Trade Centre
 Echelon Square, Colombo 01
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 SUNDAY TIMES

APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Have all your ...

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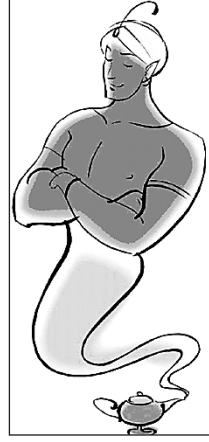
Your thoughts, words and actions are giant magnets that attract your wishes. Feel the power in them!

Consciously use the powerful tools of Thoughts, Words and Actions to create the life you want - You are what you think! You have millions of thoughts generated in your mind a day and the patterns and themes of those thoughts essentially affect your temperaments, define your character and create who you are. Now, the beauty of this is that what you think is very much within your control! In order to make the 'law of attraction' work, you need to hold and emit your desires through your thoughts. Keep positive thoughts in your mind. Remember, 'genie' cannot distinguish between the good and the bad. Think what you want, not what you do not want!

When you speak - do it con-

sistently, precisely and purposely. Your words not only communicate your wishes to the 'genie' but also to your fellow human beings around you. Often times, others have the power and desire to make us happy - only if they know what we want! Aspire to be a good communicator. Be clear of your desires, in thoughts and in words, and by doing that you are making it easy for others, including the 'genie', to help you attain them.

Act who you aim to be, not who are right now. It is true - actions speak louder than words! Keep your actions in harmony with your thoughts and words. If you say one thing and do another - on one



hand you become hypocrite and on the other hand you make the 'genie' run around in circles in utter confusion!

You are the master of your thoughts, words and actions. Take control over them and orchestrate them to attract what you want.

Adopt the 'Attitude of Gratitude': know that you attract more by being grateful for what you already have. Acknowledge and celebrate your accomplishments, whether they are big or small. Let the 'genie' know that what you have received so far is exactly what you want and the 'genie' will work harder to get your desires faster to you. Be thankful for all the good

things, people and circumstances in your life. And by doing so you are beckoning more of the same!

You have three very powerful tools in you - your thoughts, words and actions. Fundamentally and essentially that is all you ever need and ever have to receive, do and be your heart-desired! You live with a 'genie' within you. Your wish is its command!

Make the 'Law of Attraction' work for you and have a dream-fulfilling New Year!
The writer is a Manager - Training and Development - Union Assurance Pk Master Practitioner and Trainer of Neuro-Linguistic Programming (NLP) - USA Master Practitioner of Time-line Therapy and Hypnotherapy - USA Bachelor of Marketing - Deakin University Australia nuwancs@yahoo.com.au

What managers want to know - Motivation and solving office conflicts

THE CONSCIENTIOUS and well-meaning owner of a small business cannot seem to get his work force motivated, despite a good benefits package and pleasant working environment. "I am coming to the conclusion that it doesn't pay to be nice to people," he says. "Maybe if I fired a few of them I'd get better results."

The supervisor of a 100-employee division of a large company says his employees are demoralized; he wants to know ways to increase their motivation.

An office manager is stunned to find out that two of her best employees told another supervisor she did not like them. "They are both top performers, and I can never remember being dissatisfied with them in any way," she says. "What's happening?"

These managers are discovering that managing means manag-

ing people. In the course of consulting and column writing I have found the two major problem areas for managers are how to motivate and how to reduce conflict.

Take the owner who is contemplating firing some of his employees. It is not that he is doing something wrong by giving them a handsome benefits package and good working conditions. He is just not doing enough.

If you are in his situation you should ask yourself these questions: Do your employees participate in decision making?

Do they have promotion opportunities? Do they think you have made promises you have not fulfilled? Do you reward them for initiative and superior performance?

People will work for money, but except in extreme circumstances, they resist working for money alone. They also want recognition, security and opportunity. There is, accordingly, a simple solution for the supervisor of those 100 demoralized employees: Tell them "thank you."

It is human nature to like praise and to be motivated to work for it.

I often tell my clients, "Do you want to make \$1,000 in five minutes? Go and give an employe a word of praise. His work rate will increase, his motivational level will rise, and he will pass along his good mood to others."

And you must be aware that all the good work and good feeling you build up can be destroyed in ways you little expect. Take the supervisor who was amazed to find out that her two best employees thought she disliked them.

It can happen like this: The manager is worried about a procurement problem. Frank, the employe, passes the manager in the corridor and greets her with a smile.

The manager, engrossed in her problem, looks up briefly and mumbles a reply. Frank's mood drops. He wonders why she is angry with him, what he did, whether he is doing a good job.

The next day, the procurement problem takes a turn for the worse. Frank tries again. This time the manager does not even respond. Frank's worst fears are confirmed. And the manager does not even realize it.

Why does this happen? Employees are constantly gauging their job security and their employer's satisfaction with their performance by the expression they see on the manager's face.

OFFICE CONFLICT at its worst is caused by a deliberate troublemaker. Here is a typical case:

"I work with a manager who constantly criticizes me and the other managers. He likes to show my boss how knowledgeable he is and how he is the only guy who can 'get anything done around here.' The boss laps it up, and the two of them have lengthy conferences discussing all the employes. This guy is bent on climbing to the top over our bodies. What should we do?"

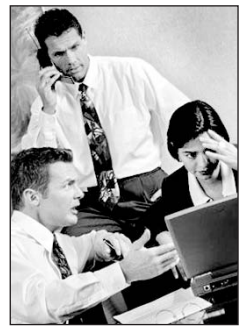
These professional conflict makers create morale problems, credibility problems and eventual productivity problems. They can be cunning and vicious, but they flourish only where the boss is a willing participant.

Professional conflict makers devote so much of their energies to criticizing others' performances that their own tasks are neglected. You can find subtle ways of pointing that out to their superiors.

Worth noting is that professional conflict makers rarely confine their volleys to employes.

Their highly critical appraisals usually include disparaging remarks about the boss and his management style. At the appropriate time, you might wish to share with your boss your concerns about the damage being done to the boss' own image in the eyes of the employes. By the way, bring along a witness or two. It will enhance your credibility. Keep your remarks dispassionate, and your boss will see the light.

A high level of employe motivation can make a company grow and flourish. Human conflict can reduce productivity and increase turnover. Business owners would be well advised to regularly monitor both. For a business they can spell life or death. - findarticles.com



VACANCIES/EDUCATION - DEVELOPMENT

An American firm specializing in delivery of education, community development & stabilization services, based in Washington DC, is recruiting senior technical experts & professional support staff for long term positions, in anticipation of a potential USAID/Sri Lanka supported project.

CHIEF OF PARTY (COP)

Based in Batticloa, the COP will have overall responsibility for the conduct of project personnel and operations in-country. He/she will serve as the first point of contact with the Mission, the US Embassy and the various Government of Sri Lanka offices, agencies and communities. He/she will provide leadership for the project staff, technical direction, and financial and administrative management oversight. Candidate must demonstrate strong management skills.

Required Skills and Qualifications:

- Minimum of a Master's degree or equivalent in political science, international affairs, or related field (Ph.D. preferred) from an accredited university;
- Minimum of 10 years of experience supervising complex, high-speed and challenging field operations in unstable developing countries;
- Previous experience with USAID or other international donors;
- Knowledge of and experience in Sri Lanka, especially with work experience in the Eastern Province;
- Demonstrated experience and knowledge in establishing systems and overseeing program start-up under limited time constraints;
- Demonstrated exemplary diplomatic, communication, and interpersonal skills;
- Organizational acumen and cultural sensitivity;
- Fluency in oral and written English.

Desired Skills and Qualifications:

- Prior field experience in managing a program involving small grant activities and supervising short term technical assistance;
- Experience in the following: office set-up; budgeting; financial management (tracking, reporting and accounting); and procurement and tracking non-expendable property in developing countries;
- Experience with the Office for Transition Initiatives or U.S. Foreign Disaster Assistance a plus;
- Fluency in Sinhala and Tamil preferred.

FINANCE MANAGER (FM)

Based in Batticloa, the FM will report to the Chief of Party and will design, implement and supervise adherence to financial policy, budgets and internal control measures. The FM will develop and implement administrative, financial, and personnel procedures in compliance with the firm's and USAID policies; manage payroll, staff reimbursements, and maintenance of complete personnel records; draft periodic and annual reports on financial status of project expenses and budget information; respond to inquiries on the status of financial and administrative information; support the development of documentation and written materials relating to the project. The FM will track the transfer of funds between headquarters and the field office, and manage accounting and finance records of in-country expenses, including developing spreadsheet programs for tracking and monitoring all financial project activities, and maintaining spreadsheets with current project expense data. The FM will be responsible for fiscal management of the grants program, including but not limited to developing an integrated grants management system and overall grants financial administration and grants disbursement.

Required Skills and Qualifications:

- Minimum of a bachelor's degree in accounting, finance, business administration or equivalent;
- Minimum of five years of experience in managing accounting and finance activities relevant to the needs of this program, with two years of experience in a developing country program that involves donor (preferably USAID) funds;
- Financial management experience on USAID contracts/cooperative agreements, including USAID policy, procedural and reporting requirements;
- Experience in field based accounting;
- Experience with computerized accounting and strong organizational and leadership skills.

Desired Skills and Qualifications:

- Master's degree or recognized professional degree, such as CPA.
- Knowledge of U.S. and local accounting practices and relevant laws;
- Fluency in English preferred.

DEPUTY CHIEF OF PARTY - OPERATIONS (DCOP-O)

Based in Batticloa, the DCOP-O will report directly to the COP and will coordinate the overall administration of the project and will oversee the grant making/management process. Under the guidance of the COP, he/she will facilitate the execution of grants under contract by serving as a bridge between the grant, procurement and finance. He/she will ensure transparency and accountability in the grant making and implementation process and the application of all appropriate US Government rules and regulations. The DCOP will work with the COP and Finance Manager in projecting and assessing the program's financial commitments so as to ensure financial liquidity and cost control. He/she will make sure that stated deliverables are met, documented and reported according to the specifications of the contract.

Required Skills and Qualifications:

- Minimum of a Master's degree or equivalent in finance, business, or related field (Ph.D. preferred) from an accredited university;
- Minimum of four years of experience working on USAID-funded projects in a related role and with some demonstrated supervisory experience;
- Familiarity with USAID or other international donors;
- Extensive experience with USAID policies and procedures in regards to financial management, financial reporting, procurement processes, systems, and grants management;
- Demonstrated exemplary diplomatic, communication, and interpersonal skills;
- Organizational acumen and cultural sensitivity;
- Fluency in English, Sinhala, and Tamil.

Desired Skills and Qualifications:

- Prior field experience in managing a program involving small grant activities and supervising short term technical assistance;
- Experience in the following: office set-up; budgeting; financial management (tracking, reporting and accounting); and procurement and tracking non-expendable property in developing countries;
- Database knowledge.

To apply, please email your resume in English, along with an expression of interest, to: RMS@caii.com and be sure to include "Sri Lanka - COP, DCOP-O, or FM" in the subject line of your email. Also, you may fax your resume to +1-202-363-9336. Applications which do not meet the minimum requirements listed above will not be considered. We strongly encourage Regional Candidates to apply for these positions.

NOTE: Please be sure to include details such as development project information, country, client that hired you, position, your activities in the project, and dates of service.

DEADLINE FOR SUBMISSION OF RESUMES IS 15 JANUARY, 2009