

## EXECUTIVE SECRETARY to MANAGING DIRECTOR

We are a Leading Tea Exporting Company, catering to a Multinational Clientele, around the Globe, and are in search for a young, vibrant talented and career conscious personality for the above position.

### REQUIREMENT:

The Ideal candidate should possess a pleasant disposition, with excellent interpersonal and Organizational skills, a high level of proficiency in written and spoken English, good speed in shorthand and typing, and a minimum of 5 years experience in a similar capacity and be computer literate.

The Job will entail co-ordination and follow up of all work under the purview of the Managing Director, handling of correspondence, maintaining an efficient filing system, and carrying out the day to day secretarial duties independently.

Aged between 27-40 years, the ideal candidate will be a good team player.

Remuneration will be based on experience and qualifications.

Candidates should forward their CV together with Photographs, contact telephone numbers and names of two non-related referees by Fax or e-mail to:



**Anverally & Sons (Pvt) Ltd.,**  
**No: 8, Jawatte Road,**  
**COLOMBO 05.**  
**Telephone : 2 555594/7**  
**Fax : 2 555598**  
**Email : [info@anverally.com](mailto:info@anverally.com),**  
**[hr@anverally.com](mailto:hr@anverally.com)**



(Owned by Bank of Ceylon and Merchant Bank of Sri Lanka PLC)  
Co.Reg. No. PB 61

Merchant Credit of Sri Lanka Ltd. (MCSL) is a leading financial institution registered with the Central Bank of Sri Lanka and is a subsidiary of Bank of Ceylon and Merchant Bank of Sri Lanka PLC. MCSL offers a wide range of financial products including Leasing & Hire Purchase, Fixed Deposits, Savings and Pawning etc.

MCSL invites dynamic result oriented persons to apply for the following positions :

### Manager - Pawning

#### The Job:

As Head of the Pawning Department the appointee will be required to give leadership to the entire Department which manages and coordinates all activities linked to launching, Market Development, and training of staff of the Department/Branches.

#### Attributes:

- Well conversant with the activities related to Pawning such as assessing of gold by using the industry prescribed methodology, preparation of the operations manual, developing an IT system, training the staff whilst planning the marketing strategies to promote the product through the Branch network.
- Good communication and public relations skills
- Sound knowledge in computer literacy

#### Qualifications & Experience :

A Degree from a recognized University or equal qualification in Marketing/Banking or Accounting. A minimum of 5 years experience in the executive capacity in this specific area in a recognized institution.

Age : Below 40 years

### Trainee Secretary (Female) - Chairman's Office

#### The Job:

The selected candidate should be able to perform all secretarial requirements in the Chairman's Office.

#### Attributes:

- The ideal candidate should be efficient and methodical with an excellent command of written and spoken English Language.
- Should have a pleasing personality, good PR skills and be computer literate.

#### Qualifications & Experience:

Should have passed the G C E (A/L) Examination and followed a training course in a recognized institution in Secretarial practice.

Age : Not more than 25 years

#### General:

Salary - Negotiable. Depending on the qualifications and experience.

The post applied for should be indicated on the top left hand corner of the envelope.

Please forward your complete resume together with a passport size photograph with the names of two non related referees and stating the post applied for on the top left hand corner of the envelope, within 10 days of this advertisement to -

Assistant Director - Group HR  
**MERCHANT CREDIT OF SRI LANKA LIMITED**  
11th Floor, Bank of Ceylon Merchant Tower  
#28, St. Michael's Road, Colombo 3  
Email: [judithc@mbslbank.com](mailto:judithc@mbslbank.com)



## VACANCIES IN OMAN

Applications are invited from suitable candidates -

### POST OF SR. PROJECT MANAGER - 03

Degree in Civil Engineering with 3 to 5 years experience.

### POST OF HEAD OF QUANTITY SURVEYOR - 03

Degree/Diploma - 5 to 10 years experience. Gulf experience preferred

"SALARY SHALL NOT BE A CONSTRAINT FOR THE RIGHT CANDIDATE" (and will not be less than the minimum stipulated by the Sri Lanka Bureau of Foreign Employment) Free medical, furnish family accommodation and air ticket both ways will be provided. Food included in the salary. Two year contract. 8 hours working per day.

Send your detailed resume to [sarathilt@eureka.lk](mailto:sarathilt@eureka.lk)

**SARATHI LIMITED, 50, HYDE PARK CORNER, COLOMBO 02.**

Labour licence No. 02

Approval No. AL/02/ADVT/ 02/09

## 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 **Administrative Analyst**. This post provides unique and attractive opportunities for candidates to serve with UNDP and gain experience at the regional level.



### Administrative Analyst

Leading and managing the Administration Unit of the Regional Center, the successful candidate is expected to provide services in office management, registry system, utility services, asset and property management, vehicle management and transport services, conference and hotel services, security arrangements and other related services. The job requires networking with government, private sector, non-government and international development organizations.

Candidates must have a Master's degree in a management related subject area and 5 years of experience in administration or operations oriented work with the security related issue is desired. Proficiency in English, Sinhala & Tamil language, both written and oral, excellent ability to work in a team and networking skills is a must. Good inter-personal, cross-cultural communication skills and understanding of Asia-Pacific culture and customs is an advantage. Proficiency in MS Office and experience with ERP system are required.

**Potential and interested candidates for the above post are invited to send their application to the HR Unit, with a cover letter, CV, references and full address along with contact telephone number/e-mail by 9 February 2009. For detailed TOR, visit our web site [www.undprcc.lk](http://www.undprcc.lk).**

**United Nations Development Programme, Regional Centre in Colombo**  
**23, Independence Avenue, Colombo 07.**  
**E-mail: [vacancy.rcc@undp.org](mailto:vacancy.rcc@undp.org)**

## An Opportunity for Automotive Products Distributors

Changing Your World,  
One Part at a Time.

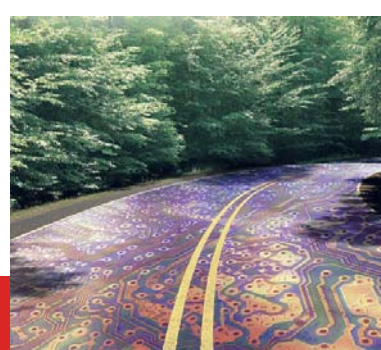


Let's think about it ... what if there was one company in the aftermarket that did more than talk about change, but made it happen? Better yet - makes it a real, genuine advantage for its customers. That company is Delphi. As a leading OE supplier, Delphi is working with world's automakers to help make cars safer, greener and more connected. And, as an aftermarket leader, Delphi is working with our customers to make sure they have a direct line to these innovations through the parts, tools and training needed to not only keep pace with the changes under the hood - they capitalize on them. At Delphi, we're real people with real solutions delivering real results.. for you.

Shaw Wallace (Delphi's authorized channel partner) is seeking for distributors with sound financial background to market Delphi's product range in the Sri Lankan market. Our principals will be in Sri Lanka from 10th to 14th February 2009.

Please forward your expressions of interest before 10th February 2009 to :

**The Director Marketing**  
**SHAW WALLACE MARKETING LIMITED**  
353, Galle Road, Colombo 03.  
Telephone : +94 11 2573340 (Direct) / 2573060 - 8 (General)  
Fax : +94 11 2564303  
E-mail : [tap@shawwallace.lk](mailto:tap@shawwallace.lk)



Innovation for the Real World