



# APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

## The Culture Audit: Building Successful Company Culture

A company's culture can help ensure the success of its business objectives. However, company culture is about more than having free Coca Cola in the fridge and allowing employees to take their dogs to the office. Culture is how employees describe where they work, understand the business, and see themselves as part of the organization.

Building a strong company culture will not itself guarantee business success, but culture is a key determinant in attracting talent—and it is that talent that carry a company forward.

A "culture audit" can help assess the culture that currently exists in a company. It also offers insights into the means to strengthen it. This process is more commonly referred to as an "employee survey," - it helps companies learn what *raison d'être* keeps employees at the company.

An effective corporate culture audit describes the overall working environment, identi-

fies the unwritten "norms" and rules governing employee interactions and workplace practices, determines possible barriers to effective work practices and communication, and makes recommendations for addressing identified problems. Not only will it help retain top performers, it provides a blueprint of what attributes to look for in applicants.

### Sample questions might be:

- Are you being compensated fairly?
- Are your benefits comparable to those of the company's competitors?
- Does the company value your work?
- Are you getting the training you need?
- Does open communication exist in the company?
- Do you feel challenged?
- Do your values match those of the company?

You might notice that a culture audit asks questions typically asked during an exit

interview! Why wait to ask these important questions after the company has already lost its investment in an employee. Audits uncover potential friction points as well as sources of synergy, and generate possibilities for internal process improvements within the organization. By uncovering trouble spots in advance, the audit encourages fun and creative ways for improving the already-existing culture.

Such creativity can be as boundless. Growth oriented companies are notorious for coming up with notably unusual ways to improve the work environment—off-site retreats, impromptu recognition programmes, and the creative use of office space are all examples of how companies implement creative ideas to build their culture. These are just a few of the ideas often generated from the insights gleaned in a culture audit.

Trinet.com



## VACANCY ANNOUNCEMENT UNITED NATIONS POPULATION FUND (UNFPA)

**Post Title: National Programme Officer Adolescent Reproductive and Sexual Health and HIV Prevention (ICS9/NO) Programme Post**

**Duty Station: Colombo**

**Duration: Initially for one year with possibility of extension**

Under the 7<sup>th</sup> UNFPA-Government of Sri Lanka Country Programme (2008-2012), the ARSH and HIV programme address HIV prevention among vulnerable groups including adolescents; ARSH education and information among in-school and out-of-school adolescent populations using a life-skills approach; youth friendly health services within the context of national health and reproductive health (RH) services as well as NGO programmes; and promotion of innovative interventions and convergence of educational and service delivery interventions in ARSH and HIV.

Under the supervision of the Representative, or his/her designated officer, the National Programme Officer (NPO) substantively contributes to the effective management of UNFPA programme activities in the areas of adolescent reproductive and sexual health (ARSH) and HIV prevention. He/she will be primarily responsible for programme development and management and for providing technical assistance to UNFPA-supported programmes. He/she will contribute to national policy discussions to ensure that that Youth/HIV related issues and concerns is given priority. He/she will coordinate with the relevant government entities, UN agencies, non-governmental organizations and other relevant partners to ensure coordinated response.

### The National Programme Officer:

- Provides overall substantive and strategic leadership in the formulation and design of the UNFPA programme within his/her technical area and portfolio, providing substantive inputs to project formulation and evaluation, joint programming initiatives and national development frameworks.
- Analyzes and interprets the political, social and economic environment and identifies opportunities for UNFPA assistance and interventions; prepares policy documents and position papers.
- Serves as expert on his/her area, keeping abreast with recent developments in his/her field.
- Leads the country programme implementation in the area of Youth/HIV. Ensures results-oriented programme delivery by managing an assigned portfolio of project(s).
- Explores and expands strategic alliances and partnerships for advocacy purposes. Maintains collaborative relationships with implementing partners at national and district levels, experts, government counterparts and other UN agencies to ensure successful implementation of UNFPA supported interventions.
- Represents UNFPA in relevant external meetings, working groups, and coordination forums, including in context of UN Country Team and the UN Development Assistance Framework in Sri Lanka.
- Prepares knowledge assets based on analysis of programmes, projects, strategies, approaches and ongoing experience for lessons learned and best practices. Established databases and designs research as needed. Maintains a set of briefing notes on his/her portfolio. Facilitates exchange of information and best practices within/outside UNFPA.
- Takes the lead in advocacy initiatives and assists resource mobilization efforts of the Country Office by, inter alia, preparing project summaries, speeches, donor profiles and by participating in donor meetings and public information events.
- Ensures that a gender and rights perspective is reflected in UNFPA programming and identifies opportunities for mainstreaming of gender issues.
- In collaboration with other UNFPA colleagues, provides technical inputs to other areas within the UNFPA programme, particularly with regard to incorporation of youth perspective into RH, gender and emergency programmes; assist in identifying areas of research relevant to youth and adolescents.

### We are looking for candidates who have:

- The ability for advocacy and advancing a policy oriented agenda
- A track record in innovation and marketing of new approaches
- Integrity, commitment and respect for diversity
- Skills to manage relationships, communicate and develop people
- An ability for analytical and strategic thinking and results orientation

### Job Requirements

- Masters degree in health, population, demography and/or other related social science field.
- Professional experience of 5-8 years, preferably in programme/project management in the public or private sector.
- Familiarity with UN procedures and working methods, particularly with UNFPA's agenda, policies and procedures is highly desirable.
- Full proficiency in English (including excellent writing and communication skills) with a working knowledge of Sinhala and Tamil.
- Proficiency in current office software applications

**UNFPA offers an attractive compensation package commensurate with experience.**

**Please forward your resume with a covering letter under confidential cover to the UNFPA Representative with contact details of two non related referees, at the following address: United Nations Population Fund, 202, Baudhhaloka Mawatha, Colombo 7. Please note the post you are applying for at the top of the envelope.**

**Deadline for application: 8<sup>th</sup> February 2009**



## VACANCY ANNOUNCEMENT UNITED NATIONS POPULATION FUND (UNFPA)

**Post Title: National Programme Officer -Monitoring and Evaluation ICS 9 (NOB) Programme Post**

**Duty Station: Colombo**

**Duration: Initially for one year with possibility of extension**

### Job Description

Under the supervision of the Representative, or his/her designated officer, the National Programme Officer for Monitoring and Evaluation (M&E) provides overall technical support for monitoring and evaluation across the full range of the work of the UNFPA Country Programme in close collaboration with UNFPA colleagues and implementing partners and recommends follow-on actions for consideration by the Representative, ensuring M&E processes that are impartial, independent, credible and meet professional standards.

### The National Programme Officer M&E will:

- Contributes to the development and implementation of an M&E framework for the UNFPA Country Programme within the context of UNFPA and UNDG M&E systems, policies and procedures; ensures that gender and rights perspectives are incorporated and results-based indicators and databases are developed and utilized; plans/manages evaluations, including the preparation of evaluation budgets and selection of evaluation consultants.
- Oversees overall country programme M&E processes; follows up with relevant UNFPA programme staff and implementing partners; conducts field monitoring and spot-checks of programme implementation.
- Provides advice in the area of M&E to programme staff, consultants and implementing partners on M&E systems, tools and standards; analysis and interpretation of M&E data; and conduct of baseline surveys; ensures application and adherence to UNFPA guidelines on results-based management.
- Analyzes monitoring, progress, evaluation and other reports as well as data from other sources (e.g. through literature review, file research and data base search); identifies and disseminates lessons learned to inform UNFPA strategies, approaches, procedures and tools.
- Prepares results-based annual and other reports and documents; contributes to the preparation of the Country Office Annual Report, soliciting timely provision of necessary data and reports from colleagues and implementing partners; prepares presentations for dissemination of findings and briefing notes for country office management on progress of the country programme.
- Contributes to the formulation of the Country Programme, drawing upon the analysis and evaluation of interventions and lessons from past/ongoing programme interventions.
- Takes the lead in organizing annual, mid term end-of- programme reviews.
- Acts as UNFPA focal point for M&E activities within the UN system including UNDAF M&E activities.
- Carries out any other duties as may be required by the UNFPA Representative.

### We are looking for candidates who have:

- The ability for advocacy and advancing a policy oriented agenda
- A track record in innovation and marketing of new approaches
- Integrity, commitment and respect for diversity
- Skills to manage relationships, communicate and develop people
- An ability for analytical and strategic thinking and results orientation

### Job Requirements

- 3 to 5 years professional experience in monitoring and evaluation in health and/or social science including UNFPA core programme areas.
- Substantive technical knowledge and professional skills required in the following:
  - 1) Reproductive health, public health, population sciences, demography and gender issues.
  - 2) Evaluation design – has the required competencies to: develop well focused Terms of References that includes a background, addresses salient issues and identifies potential impact with a good understanding of various methodologies in evaluation to develop efficient and effective methodologies for design.
  - 3) Data collection and analysis – has the required competencies to: collect reliable, valid and accurate information through questionnaire design, surveys, effective interviewing techniques and other review instruments; develop M&E methodologies through the application of accurate sampling techniques (eg. random, stratified and purposive sampling); knowledge of specialized software applied to evaluation, including IT knowledge to establish and maintain databases and tracking systems.
- Full proficiency in English (including excellent writing and communication skills) with a working knowledge of Sinhala and Tamil.
- Proficiency in current office software applications

**UNFPA offers an attractive compensation package commensurate with experience.**

**Please forward your resume with a covering letter under confidential cover to the UNFPA Representative with contact details of two non related referees, at the following address: United Nations Population Fund, 202, Baudhhaloka Mawatha, Colombo 7. Please note the post you are applying for at the top of the envelope.**

**Deadline for application: 8<sup>th</sup> February 2009**



We are a leading Tea Exporting company in Sri Lanka; on the look out for a dynamic personality to fill the following position in our organization.

## MARKETING ASSISTANT

### The person

The ideal candidate should be a self motivated individual (male) between the ages of 22 – 25years, able to work independently and one who thrives on working under pressure.

### Pre – Requisites

Should have excellent spoken and written communication skills, with full or part qualification in CIM, SLIM or a Marketing Degree.

Should have excellent PR, time management, analytical and presentation skills and the ability to liaise and communicate with overseas clientele.

Must be computer literate and knowledge in using e-Commerce as a medium of Marketing will be an added advantage.

A minimum of 2-3 years experience in a similar capacity with experience in the Tea Trade will be a distinct advantage/ mandatory.

Should be able to work long hours when required.

An attractive remuneration package awaits successful candidates. If you believe you have the competencies that we are looking for, email your CV to [careers@hysontea.com](mailto:careers@hysontea.com) or send by registered post within 7 days of this advertisement (please state the position that you are applying for on the top left hand corner of the envelope) to the below mentioned address with names & contact details of 2 non-related referees.

The Manager – HR & Administration

**Empire Teas (Pvt) Ltd**

190/1, Sri Sumana Mawatha, Kelanimulla, Angoda

## VACANCIES

### PERSONAL ASSISTANT TO THE MANAGING DIRECTOR

We require a male with good command in English & computer literate to be employed as Personal Assistant to MD. Candidate should have at least three years experience in the relevant field. Experience in shorthand & can communicate in all three languages will be an advantage. Preference will be given to applicants residing in the vicinity of Bambalapitiya.

### MARKETING EXECUTIVES

Applications are invited from either sex who has passed the GCE (O/L). Should be pleasant, smart & young and have excellent negotiation, good communication & interpersonal skills. Preference will be given to candidates who are able to communicate in all three languages. Attractive package of all inclusive not less than Rs. 25,000/= per month.

Please apply with your contact phone number to reach us within a week of this advertisement to [mmslanka@gmail.com](mailto:mmslanka@gmail.com) or to  
Chairman  
P.O. Box 2129  
Colombo