

## Marketing & Sales Executives

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We require dynamic, dedicated and self motivated individuals committed to targets. Suitable candidates should have passed G.C.E. Advanced Level Examinations and possess good communication skills. Background of the industry is an added advantage.

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Walk in with your resume on the 29<sup>th</sup> or 31<sup>st</sup> between 9 a.m. – 1.00 p.m.

### Moods

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# ST APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

## Confidentiality and your employees

No company wants to lose its valuable sensitive information to a competitor, potentially creating negative client situations and compromising future growth. The vigilant protection of company information is an issue that needs to be discussed with employees during their employment and, more especially, as they are leaving your employ. What practical and legal steps can you take to guard your company's secrets?

### Start at the beginning

The best time to have an employee agree to confidentiality obliga-

tions is right at the time of hire. Managers (or HR professionals) should have employees sign a confidentiality agreement unless they have already signed a document with confidentiality provisions during the interview process.

At times, it may also be desirable for a company to require stronger post-employment restrictions, such as non-compete obligations, on a key hire. In most states, non-compete agreements are fairly routine. For example, in California, the conventional wisdom is that enforceability is limited-which is generally

true. There is, however, some belief for enforcing agreements that do not actually prevent that restricted employee from earning a living within his or her field.

### What are trade secrets, really?

The core of confidentiality obligations is the protection of trade secrets. While many states have statutes to help protect trade secrets, specific confidentiality provisions in the terms and conditions of employment re-enforce those protections, calls them to the employee's attention, and binds the employee to them using the employee's signature.

A trade secret may consist of any formula, pattern, device, or compilation of information which is used in one's business and which gives the employer an opportunity to obtain an advantage over its competition. Generally, a trade secret is a process, device, or information intended for continuous use in the operations of the business.

Trade secrets can include customer lists, pricing structures, business strategy, marketing plans, financial information, product development strategy, intellectual property, current and anticipated research and development, and inventions. Following are some questions that should clarify if you're not sure if some information, a device, or a formula constitutes a trade secret:

- Is the information known outside of the employer's business?
- Is the information known by employees and others involved in the business?
- What measures does the employer take to guard the secrecy of the information?
- What is the value of the information to the employer and to the competitors?
- What is the amount of effort or money expended by the company in developing the information?
- How easily or readily could the information be obtained by a competitor through an independent source?

Note that trade secrets need not be technical in their nature. Market-related information and documents may be deemed to be trade secrets, and thus confidential.

### Is a customer list a trade secret?

Though very important to every company, customer lists may or may not be considered a trade secret protected by confidentiality obligations. If the customer list contains specific customer information such as the key contact person, particular needs or requirements, or other information about customers that would be advantageous in the business but not publicly available, then such lists should be considered a trade secret and receive protection accordingly.

### Some practical ways to protect corporate assets

Employers should disseminate to their employees a written trade secret policy that specifically identifies customer information, anticipated R&D projects, pricing, and other

similar items as trade secrets. Most trade secrets are documented in some fashion, whether in paper files or computer disks. Here are some suggestions for keeping trade secrets:

- If it's a trade secret, label it! Mark confidential documents with the words CONFIDENTIAL or TRADE SECRET. But be selective. If all documents or files are labeled secret, even those that are not, the label may lose its effectiveness.
- Do not distribute confidential documents beyond the pool of people who need to see them.
- Securely store your documents and protect them from inap
- Back up your computer information, and keep the duplicate files secure.
- Shred documents before discarding them.
- Erase boards and destroy flip charts after meetings.
- Collect all excess documentation after meetings.

With the increasing use of e-mail, intranets, and portals, companies also need to set up appropriate policies for technology security, including hardware, software, and data. Using firewalls to protect Internet access, employing reputable encryption programs on email, restricting access to servers, and developing sophisticated database security protocols are all valuable steps in ensuring that electronic copies of trade secrets are not deliberately or inadvertently released. Proper virus protection is also crucial to assure that critical documents are not damaged or destroyed.

In the era of telecommuting, too, be aware of the substantial risks posed by employees who take work home or work at home regularly. Employers should address this situation specifically in their confidentiality agreements and employee policies.

### When an employee leaves the company

If a Separation Agreement is executed at the time an employee leaves the company, confidentiality provisions can be included in that document. As a starting point, the agreement can repeat the confidentiality obligations included in the Proprietary Information and Inventions Agreement that the employee signed when first employed. The same areas can be covered: trade secrets, non-solicitation (of the company's customers and of the company's employees), and non-compete (to the extent enforceable in your particular jurisdiction). Confidentiality obligations can be modified to fit the particular circumstances of the employee's departure from the company.

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## VACANCY ANNOUNCEMENT UNITED NATIONS POPULATION FUND (UNFPA)

**Post Title: National Programme Officer Gender (ICS9/NOC) Programme Post**

**Duty Station: Colombo**

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

Under the 7th UNFPA-Government of Sri Lanka Country Programme (2008-2012), the gender programme addresses promotion of gender and rights issues including UN Security Council Resolution 1325; gender mainstreaming and rights based programming in reproductive health and related social development programmes; state accountability to fulfill and protect the rights of women including prevention and responding to gender based violence (GBV).

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 area of gender. 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 gender 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 gender. 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 mainstreaming gender and rights issues and community perspectives in reproductive health and HIV services; adolescent reproductive and sexual health (ARSH) programmes and in related policy instruments in the social development sector; and GBV interventions in the health sector.

### 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: Driver ICS2 (G2)**

**Duty Station: Colombo**

**Number of Vacant Posts: 2**

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

### Job Description

Under the overall supervision of the designated officer, the driver provides reliable and safe driving services ensuring high accuracy. Performs the following functions:

### The Driver:

- Drives office vehicle for transporting authorized personnel and delivery/collection of mail, documents and other items for the UNFPA office. Ensures adherence to UN system safety rules and guidelines.
- Meets official personnel at the airport and facilitates immigration and customs formalities, as required, and provides necessary information upon arrival of office personnel. When necessary and required, translates local language for official personnel using the official vehicles.
- Responsible for day-to-day maintenance of the assigned vehicle, checks oil, water battery, tyres etc., performs minor repairs and arranges for other repairs and ensures that the vehicle is kept clean and in good running condition.
- Logs official trips, daily mileage, petrol consumption, oil changes, greasing, etc. Familiar with insurance process and monitoring renewal date of insurance policy.
- In case of accident, ensure that the steps required are taken and rules and regulations followed.
- Obtains knowledge of and keeps updated on local and outstation travel routes.
- Assist office staff in filing, photocopying and maintaining stores when required. Assist in mailing and distribution of newsletters and publications and arrange to pay office telephone and other bills, as required.
- Operate VHF/HF radio communications.
- Perform other duties as required.

The incumbent should be willing to work late and extended hours.

### Job Requirements:

- A valid driving licence for motor vehicles including light motor coaches.
- 5 years of work experience as a driver with a clean record.
- Full knowledge of local areas and routes within and outside of the city.
- Knowledge of driving rules and regulations and skills in minor vehicle repair.
- Working knowledge of English and fluency in Sinhala and/or Tamil is desirable.

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## LECTURERS

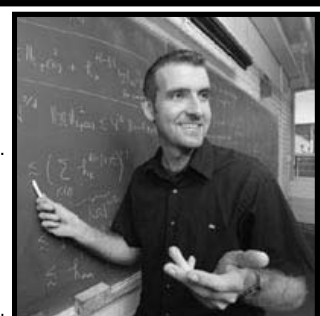
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### Skills

- Proper qualifications in the relevant field.
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- Industry experience would be an added advantage.

\* Should be willing to travel & Fluent in English.



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