

# EMPLOYMENT TIMES

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Sunday November 14, 2010

## Staying cool and confident ...

Contd. from p4

Ask for a definition. Jargon and specific terminology may present a problem for you. Ask to have words and ideas clarified to ensure you are talking about the same thing.

Use Silence to your Advantage

We are conditioned to believe that silence is uncomfortable. However, if you use it sparingly, it communicates that you are in control of your thoughts and confident in your ability to answer expertly. When you rush to answer you also typically rush your words. Pausing to collect your thoughts tells your brain to slow everything down.

Stick to One Point and One Supporting Piece of Information

There's a high risk that, under pressure, you'll answer a question with either too much or too little information. If you give too short an answer, you risk letting the conversation slip into interrogation mode. (You'll get another question, and the questioner will be firmly in control of how the dialogue unfolds). When your reply is too long, you risk losing people's interest, coming across as boring, or giving away things that are better left unsaid. Remember, you aren't being asked to give a speech on the subject. The questioner wants to know something. Respect that and give them an answer, with just enough supporting information.

This technique gives you focus. Rather than trying to tie together all the ideas that are running through your head, when you pick one main point and one supporting fact, you allow yourself to answer accurately and assuredly.

Tip:

If you don't know the answer, say so. There is no point trying to make something up. You will end up looking foolish and this will lower your confidence when you need to think on your feet in the future. There is (usually) nothing wrong with not knowing something. Simply make sure you follow up as soon as possible afterwards with a researched answer. Prepare some "what ifs"

With a bit of forethought, it's often possible to predict the types of questions you might be asked, so you can prepare and rehearse some answers to questions that might come your way. Let's say you are presenting the monthly sales figures to your management team. The chances are your report will cover most of the obvious questions that the management team might have, but what other questions might you predict? What's different about this month? What new questions might be asked? How would you respond? What additional information might you need to have to hand to support more detailed questions?

In particular, spend some time brainstorming the most difficult questions that people might ask, and preparing and rehearsing good answers to them.

Practice Clear Delivery

How you say something is almost as important as what you say. If you mumble or use "umm" or "ah" between every second word, confidence in what you are saying plummets. Whenever you are speaking with people, make a point to practice these key oration skills: Speak in a strong voice. (Don't confuse strong with loud!)

Use pauses strategically to emphasize a point or slow yourself down

Vary your tone and pay attention to how your message will be perceived given the intonation you use

Use eye contact appropriately  
Pay attention to your grammar  
Use the level of formality that is appropriate to the situation.

Summarize and Stop

Wrap up your response with a quick summary statement. After that, resist adding more information. There may well be silence after your summary. Don't make the common mistake of filling the silence with more information! This is the time when other people are absorbing the information you have given. If you persist with more information, you may end up causing confusion and undoing the great work you've already done in delivering your response.

Use words to indicate you are summarizing (i.e. "in conclusion," "finally") or briefly restate the question and your answer. So - what did I do to analyze customer impacts? I reviewed the Dallas case files in detail, and prepared a "What if" analysis for our own situation."

mindtools.com

## VACANCIES

Ours is a B.O.I approved company involved in Screen Printing & Embroidery Services, situated at Pannipitiya. We require the following personnel for immediate recruitment.

- ★ Sample Development Merchandiser
- ★ Graphic Designer (Experience in Corel Draw, Photoshop & Illustrator)
- ★ Colour Mixers
- ★ Printers / Helpers

Please call over personally on any week day or send your application to:

H.R Manager  
**Colorzone (Pvt)Ltd**  
545/3, Rathna mawatha, Arawwala, Pannipitiya.  
**011 7255111**

## AN EXCITING CAREER IN THE TRAVEL TRADE

One of the Sri Lanka's premier travel group is looking for highly motivated, energetic individuals to join our team.

### Trainee Travel Assistants

The ideal candidates require:

- G.C.E. O/L with credit passes in English and Mathematics
- G.C.E. A/L with three passes
- Computer literate and should be fluent in spoken & written English
- Excellent Communication and PR Skills
- Ability to work under pressure

Benefits

- Selected candidates will be paid a training allowance of Rs.10,000/= per month and over 150 hrs of training (Internal & External)
- An attractive remuneration package after confirmation
- Air Travel
- Medical Benefits

Selected candidates are requested to provide a cash bond of Rs. 30,000/= which will be refunded in 5 years.

Please forward your application with a recent photograph and two non related referees, quoting post applied for, on the top left hand corner of the envelope within 10 days to:

Manager, Human Resources  
**Gabo Travel Group**  
11, Bagatalle Road, Colombo 3.  
Gabo Travels - Fort | Gabo Travels (Pvt) Ltd - Colpetty/Panadura | Gabo Holidays - Colpetty

## Graphic Designer

We are an established organization dealing with top world class brands located in Colombo 07. We are looking for the right candidate who will handle all the Graphic designing for the company Profiles and brochures.

The candidate should possess following requirements. Outgoing personality, dynamic, good knowledge of English (Written & Spoken), excellent communication skills, Sound Computer knowledge in the Graphic designing programs. Then you are the person we are looking for. Remuneration package negotiable.

## Personnel Assistant / Coordinator

We are looking for the right candidate who will act as the personnel assistant to the head of Brands in the company and also coordinating the developments of these brands.

Are you less than 25 years and possesses the following requirements. Outgoing personality, dynamic, good knowledge of English (Written & Spoken), excellent communication skills, Sound Computer knowledge. Then you are the person we are looking for. Remuneration package negotiable.

Please send in your application to the following E-mail [graham@hambantota.biz](mailto:graham@hambantota.biz) or Call. 7538765, 0718693181.

## HOTEL VACANCY

Wanted Immediately for Hotel in Hill country

Head Cooks

Bar Man

Stewards

Sending your cv to Fax: 0112 829355 email: sky\_line\_85@hotmail.com

## VACANCIES Teachers

We are the Greenwich International School in Trincomalee looking for Teachers in English medium.

Looking for Teachers in French Classes (Part Time/Full Time)

### Qualification Requirements

Application should be Professional qualified and possessing minimum Two years Teaching experience and excellent interpersonal skills.

Salary and other benefits are negotiable.

Please apply with details Bio-Data contact numbers, Names and address of two non-related referees indicating the post applied for on the top left hand corner of envelope within one month from the date of this advertisement.

**GREENWICH INTERNATIONAL SCHOOL**  
No. 23, Green Road, Trincomalee. 0262226818  
E-mail: [gistrincomalee@gmail.com](mailto:gistrincomalee@gmail.com)

## JOB OPPORTUNITIES MUSCAT, SULTANTE OF OMAN

One of the largest multi-discipline engineering and building Contractors seeking suitable qualified candidates to apply for the following positions;

### ASST. COMMERCIAL MANAGER/SENIOR QUANTITY SURVEYORS - 02

**Qualification:** Candidates must have Quantity Surveying background and ideally be MRICS/MCIOB or similarly qualified.

**Responsibility:**

- Should be able to manage A TEAM OF Quantity surveyors to achieve the objectives of the contract/project.
- Advice on contentious issues.
- Drafting correspondence.
- Advise on contract, rights and obligations.
- Preparation and analysis of contractual claims.
- Negotiation of claims.

**Experience:**

Must have 10 years construction knowledge to be able to handle sub-contractors, claims, extension of time etc. Middle East experience is preferable. Should have good understanding of various forms of contract i.e. FIDIC and / JCT. Experience in off shore oil and gas project is advantageous.

### ASST. MANGER ESTIMATING/SENIOR ESTIMATORS - 02

**Qualification:** Bachelor's Degree in Engineering/Quantity Surveying or equivalent.

**Responsibility:**

- To prepare prices at pre-contract stage in order to enable timely submission of an offer.
- To coordinate and collate information relevant to preparation of the offer in order to adequately price the works.
- To identify risk and exposure related to pricing in order to ensure sufficient provision is made in pricing for that rise. To provide clarification as required to client at the post-tender stage in order to gain the confidence of the client leading to award of a contract.
- To prepare documents as per contract requirement in order to complete pre-contract signing process.
- To prepare pre-construction schedule in order to complete sub-contract finalization.

**Experience:**

He must have 8 - 10 years in Estimating (5 years working in the middle east). Candidate should have experience with a Contractor (preferably multinational) in the Construction industry mainly in pre-tender activities, Exposure to design development, building, civil, engineering, oil & gas, pipelines, etc. and experience in liaising with consultants, suppliers and subcontractors.

Should have good knowledge of current industry practices of construction methodology and techniques.

### COST ENGINEERS - 02 (OIL & GAS)

**Qualification:**

Degree/Diploma in Technical Engineering discipline. Certified as Cost Engineer by recognized Cost Engineering Council.

**Role:**

- Responsible in providing Project and/or maintenance Service of Cost Engineering services to achieve their approved Cost Estimate.
- Responsible for the Contractor Assurance process of consistent Cost Estimates.
- Responsible for building a transparent, structured and shared database for use of Contractor and Employer with Norms and costs.
- Responsible for building the Direct cost estimate with Activity Allowance, either being the Target Cost Estimate or Cost Containment Estimate for the Execution phase and Engineering & Design.
- Responsible for the Norms Development & implementation.

**Experience:**

Minimum 8 years experience in Cost Engineering in a major Engineering Consultant environment. Minimum 5 years of experience in the Oil & Gas industry. Preferable familiar with Petroleum Development Oman or Shell standards and guidelines. Fully conversant with International Design & Construction standards for the Oil & Gas industry.

### SENIOR ESTIMATING ENGINEERS MEP - 02

**Qualification:**

Candidates should be holder of B.Sc degree (Candidates with Chartered Status will have an added advantage)

**Experience:**

Minimum 10 years experience in preparation of Tenders for Air-Conditioning, Fire Protection, Electrical and Plumbing Works for major Commercial, Residential and Hotel projects including design and build projects.

**Attractive salary - negotiable** (will not be less than the minimum stipulated by the Sri Lanka Bureau of Foreign Employment) and other benefits (viz. Free up/down air tickets, free accommodation, medical facilities, two year & 8 hours working per day) offered to suitable candidates.

Please mail your CV detailing career history with qualification and experience certificates to **Sarathi (Private) Limited**, Telephone No. 2435539, [sarathilt@eureka.lk](mailto:sarathilt@eureka.lk) with a copy to the Commercial Manager, P.O. Box 2803, Ruwi, Post Code 112, Sultanate of Oman, by e-mail (E-mail ID: [qs@alturki.com](mailto:qs@alturki.com))

**SARATHI (PRIVATE) LIMITED,**  
50, Hyde Park Corner,  
Colombo 02.

Licence No. 002

Approval No. A/L/02/ADVT/14/10

We're looking for the next fashion design guru...  
Could it be you?

If fashion is your passion then put it to work and make your name with us. We are one of the leading garment manufacturing companies in Sri Lanka working for top brands like Burberry, Ralph Lauren, Tommy Hilfiger, Next, Tesco and C&A. We are looking for creative people who are able to satisfy the demanding and ever changing tastes of those for whom fashion is a way of life.

### Head of Design

You are an authoritative and knowledgeable person with a head for Product Design and Development, able to electrify and inspire a team of talented designers. You are thoroughly conversant with fashion design and the latest trends of high street brands.

The position calls for the ability to handle the day to day operations of the Design Department and requires a minimum of 5 years experience in a similar capacity. You should be prepared to travel overseas and meet with our customers.

### Designers

You have an aptitude for fashion design and are up with the latest international fashion trends. You are a wizard with Photoshop and Illustrator with 2-3 years of prior design experience.

If you think you cut it, send your CV's with the names of two non-related referees within seven days of this advertisement to HR manager Group Division, 78/B Polgasovita Road, Mattegoda Sri Lanka or by email to [ghorient@orientgl.com](mailto:ghorient@orientgl.com)

**OGI Orient Garment Limited**