

Employment

Trainee Graphic designer

The selected candidate should have a good knowledge in CorelDraw, Illustrator & PhotoShop. Should have good Communication skills & spirit of team work.

Send your CV along with details of 2 non-related referees to :

The Advertiser
30, Amarasekara Mawatha,
Colombo 05.

WANTED

A Visiting Music
Lady Teacher for
Violin & Piano Classes

Contact: 0773423537

SALES AND MARKETING EXECUTIVES

REQUIREMENTS

- Men, with a minimum experience of 3 years in Baby Products.
- Age below 40 years.
- Fluency in English and Sinhala.

Mail us your complete CV with your contact numbers to, mothercare.cig@hotmail.com before Tuesday.

Director

Capital International Group
436/1, Galle Road, Rathmalana
Sole Agent Mother Care.

VACANCY

The reputed Housing Development project required following position.

Sales Executive

Applicant should possess good education background and minimum 02 years experience in sales category. Forward your application within 7 days of this advertisement.

E-mail: lakecityhomes@sltnet.lk

No: 66/03, Old Negombo Road, Ja-Ela.

Teacher Training with Employment at A reputed International School

A great opportunity to receive teacher training and be a teacher of an International School

The Horizon Campus enrolls students for the study programmes indicated below on a selective basis for employment at Horizon College International as teacher trainees and teachers.

International demand for the teaching professionals

With the increasing demand for teaching professionals educated in English medium and qualified in accredited teacher training programs, there are expanding job opportunities both locally and internationally.

The certificates awarded for your study programme by the Horizon Campus are awarded and registered with the KSOU India and the Tertiary and Vocational Education Commission (TVEC) validity and recognition being assured internationally and locally. These certificates confirm the employability in state and private schools.

Programmes

- Diploma in Pre-School Education
- Diploma in Teaching Secondary School Education
- Bachelors of Education for Graduate Teacher

Enrollment now in progress



HORIZON CAMPUS

HORIZON COLLEGE OF BUSINESS & TECHNOLOGY (PVT) LTD
Millennium Drive | Chandrika Kumaranathunga Mw | Malabe
Tel: 011 240 77 77 Hotline: 071 240 77 77
www.horizoncampus.edu.lk

Vacancies

Colombo based Volunteer Organization seeks an enthusiastic and dedicated individual to coordinate the organization locally with its partners while ensuring the development of new activities in terms of both programme and funding. Starting Salary Rs. 15,000/= (negotiable according to qualifications) and UPWARD25.
Requirements-
Fluent in English, Computer Literacy, Email & MS Office.
Age group: 18yrs - 28yrs, Basic Educational Qualifications, Dynamic Personality. Please email your CV with Picture to savelanka.andycopper@gmail.com

VACANCY

A Vacancy Exists for a Pre school English kindergarten Teacher
Salary negotiable
Send in your application immediately with CV
To: Director
Narita - San Kindergarten
Mattegoda



VACANCY ANNOUNCEMENT UNITED NATIONS POPULATION FUND (UNFPA)

Post Title: Program/Admin Assistant - Special Service Agreement (SSA)

Duty Station: Colombo

Duration: 5 months starting from January 2012

Under the supervision of the Representative, or his/her designated officer, the Programme/Admin Assistant provides functional support in human resource, administrative and financial systems of the Country Office. He/she is instrumental in facilitating programme/project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures. He/she maintains collaborative relationships with all programme and project staff.

The Program/Admin Assistant:

- Adapts processes and procedures, anticipates and assist operational requirements of programme/project inputs under national execution in terms of personnel, sub-contracts, equipment, fellowships, study tours and other programme and project related events to facilitate programme/project delivery
- Assist recruitment and selection process applying best practice HR tools and mechanisms, briefs managers and project personnel on different types of contracting modalities, HR policies and benefits
- Implements corporate systems and applications in support of finance and human resource management and country office operations
- Provides logistical support to projects by coordinating review meetings and other project related workshops and events
- Assists with the publication of documents ensuring quality standards
- Prepares, maintains and follows up on contractual agreements between the Country Office and its implementing partners in compliance with guidelines and procedures

We are looking for candidates who have:

- A track record in innovation and marketing of new approaches
- Integrity, commitment and respect for diversity
- Skills to manage relationships
- An ability for analytical and strategic thinking and results orientation

Job Requirements

- Bachelor's degree in business administration, public administration, finance, economics or related field is preferable
- 05 years of relevant experience in the public or private sector. Experience in human resource management desirable
- 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 monthly/daily remuneration based on established SSA rates. 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: 20th November 2011

Become the bridge between our youth and their future

Would you like to grow
with Sri Lanka's
leading Australian
Higher Education provider?



The Australian College of Business and Technology, part of the world's largest education provider, Navitas Group, requires energetic, dynamic and resilient individuals to be ambassadors for ACBT and also be the first voice that greets and welcomes students and their parents.

Marketing Counselor

You will meet, greet and guide prospective students and/or their parents in their desired direction of higher education.

The ideal candidate should

- Be a very good communicator in English
- Have 2-3 years' experience
- Have strong interpersonal skills
- Have exposure to sales, customer servicing or marketing
- Be self-guided and target-driven
- Be less than 27 years old

Trainee Client Servicing Officer

- An excellent communicator in English
- Excellent Public Relations skills
- Customer Service skills
- Motivated and target-driven with minimal supervision
- Willing to work extended hours
- Pleasant and charming personality
- Female applicants preferred
- School leavers are encouraged to apply

If you think you can win the hearts of the students and their parents, and are a target-oriented go-getter determined to succeed, an excellent remuneration package with benefits and concessions along with an exciting work environment awaits those who are successful. Forward your CVs with two non related referees to:

College Director:

Australian College of Business and Technology
442, Galle Road, Colombo 03
Email : pubudu@acbt.lk

