

theSUNDAY
TIMES

Employment



Belvoir College International

Vacancies for Full-time Teachers and Non-Academic Staff

Belvoir College International, a pioneer in the International Schools arena with a history of over 23 years, conducts classes from Pre-school to London (A/L). With its well qualified and experienced staff, the College has produced high achievers at all levels while maintaining the highest standards of discipline in a pleasant working environment.

The following vacancies are to be filled immediately with suitably qualified and experienced personnel.

- **Teachers for Pre-school**
- **Teachers for Computer Science for Primary Section**
- **Class Teachers for Primary Section**
- **Biology Teacher for A/L (Edexcel)**
- **Chemistry Teacher for A/L (Edexcel)**
- **Sports Co-ordinator**
- **Science Lab Assistants for A/L labs**
- **Book-shop Assistant**
- **Premises Supervisor (Male/Female)**
- **Secretary**



Competence and Fluency in English is mandatory.

Please submit your applications with a comprehensive CV and contact details of two non-related referees to:

The Warden,
Belvoir College International
20, Dr. Lester James Peiris Mawatha, Colombo 5

Applications should reach the above within 12 days from the date of this advertisement.



Institute of Policy Studies of Sri Lanka

Vacancy for Post of Director of Finance and Administration

The Institute of Policy Studies of Sri Lanka (IPS) is a national economic policy institution providing independent, high quality policy analysis to development planners and policy makers in Sri Lanka and the region.

The IPS is seeking a dynamic professional to fill a senior management position as Director of Finance and Administration. S/he will report directly to the Executive Director and be responsible for planning and oversight of the Institute's financial operations and administrative matters. The successful candidate should have excellent communication and interpersonal skills, work as an integral member of the management team in setting and meeting the Institute's strategic objectives, with a demonstrated ability to prioritize, negotiate, and work with a variety of domestic and external stakeholders.

Responsibilities

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project and grants accounting.
- Coordinate and lead the annual audit process, liaise with government and internal auditors and the Audit Committee of the Board of Governors.
- Oversee and lead annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and keep the senior management team abreast of the Institute's financial status.
- Manage organizational cash flow, forecasting and treasury management.
- Effectively communicate and present critical financial and administrative matters to the Executive Director and the Board of Governors.
- Maintain and update the Corporate Plan outlining the financial strategy of the Institute.
- Manage a range of grants/sub-grants under contract, in accordance with donor rules, regulations, procedures and policies.
- Strengthen human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
- Lead and develop the support staff with adequate training and development in order to meet the Institute's objectives.

Candidates should have:

Membership of a recognized professional institution in financial or management accountancy (CIMA/ACCA/ICASL), or a university degree in a relevant field and 10-15 years of experience, of which at least five years should be in a senior management position.

An attractive compensation package is available for the right candidate. Please send resumes including the names of two non-related referees (with contact details) within 14 days to:

Deputy Director
Institute of Policy Studies of Sri Lanka
100/20, Independence Avenue
Colombo 7
For further details refer: www.ips.lk
Or
e-mail to: careers@ips.lk

(Please indicate the position applied for on the top left-hand corner of the envelope or subject line of the e-mail)

Wanted

Multi-Duty Clerk

Ticketing Assistant

(Minimum 3 years experience)



N.M. Travels & Tours (Pvt) Ltd.

569, Galle Road, Wellawatte, Colombo 6 (Opp. Roxy Cinema).

Fax: 2587927 E-mail: nm.umrah@gmail.com

VACANCY

MANAGER E-BANKING

Reach your potential!

Hatton National Bank is Sri Lanka's premier private sector commercial bank. The Asian Banker Magazine named us the 'Best Retail Bank in Sri Lanka' for 5 consecutive years for our performance from 2007 to 2011 and we were awarded 'Best Bank in Sri Lanka' in 2009 and 2010 by Euromoney Magazine. In recognition of our adherence to best practices in human resources management, we also received the 'Gold Award' at the HRM Awards in 2007 and 2010. To join our top-class team, we are looking for a professional who can create cutting edge solutions for personal and corporate clients. The appointed 'Manager E Banking' will spearhead the launch of current offerings and usher in the next wave of products for the electronic banking space.

Required skills & qualifications –

- Bachelors degree in one or more of the following areas - Information Technology, Business Management, Banking & Finance or Management & IT
- Professional qualifications in Banking or IT from a recognized institute
- Minimum of 10 years experience with no less than 3 years in a leadership position
- Exceptional business development and negotiation skills
- Outstanding communication and interpersonal skills
- Knowledge of current trends and developments in e-banking

As the Manager E Banking you will be responsible to execute a detailed gap analysis with the market offerings. You will also be responsible for developing services and solutions for a world-class tele-banking service, mobile banking and a payment gateway for business opportunities. You will create solutions outside of e-banking for value additions such as e-savings, e-deposits & e-wallet, taking the Bank to the next level in electronic banking.

All applications should be strictly routed through www.hnb.net selecting the option 'Careers'. The closing date for applications is within 10 days of publication of this advertisement.

opn:4ep

Hatton National Bank is a Licensed Commercial Bank supervised by the
Central Bank of Sri Lanka/Hatton National Bank PLC – PQ 82



HNB

HNB Your Partner in Progress