

EMPLOYMENT TIMES

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Human Resource Management (and Talent Management)

By GEMMA MORGAN

Introduction
The Human Resource Management (HRM) function includes a variety of activities and has among them to identify what getting ready you have and whether to use independent contractor or hire employees to fill these needs, recruiting and locating the best employees, ensuring they are high performers, dealing with performance issues, and ensuring your personnel and management practices conform to various regulations. As a leader also include managing your approach to employee benefits and compensation, employee records and personnel policies. Usually career leaders are thought of as people who have been in their activities themselves because they can't get enough part- or full-time help. However, they should also ensure that employees have – and are an expert – personnel policies which conform to national regulations. These policies are often in the form of employee manuals, which all employees have.

Note that some people distinguish a difference between HRM in a major management activity and HRD (Human Resource Development), a profession. These people might include HRM in HRD, explaining that HRD includes the broader range of activities to develop personnel, such as operations, e.g. career development, training, organization development, etc.

There is a long-standing argument about where HR-related functions should be organized into large organizations, e.g. should HR be in the Organization Development Department or the other way around?

The HRM function and HRD profession have undergone tremendous change over the past 20-30 years. Many years ago large organizations looked to the "Personnel Department" staff to manage the paperwork associated with getting people hired, recruited, organized, and trained. However, HR organizations consider the "HR Department" as playing a major role in recruiting, training and helping to manage people so that people and the organization are performing at maximum capability to a high level of success.

Recently the phrase "talent management" is being used to refer to the activities to attract, develop and retain employees. Some people and organizations use the phrase to refer specifically to talented and/or high-potential employees. The phrase often is used interchangeably with the field of Human Resource Management – although as the field of talent management grows, it may be that there will be an increasing number of people who will struggle to agree about the interchangeability of these fields. For more, the Library has the phrase: talentmanagement.org



POST OF SECRETARY

We are seeking highly qualified secretary for the Human Resource Dept. looking for a suitable candidate for the post of Secretary to Executive Director.

The ideal candidate should have following qualifications:

1. Minimum G.C.E. (A/L)
2. A minimum generally with minimum 2 year experience working as a Secretary in an established company or a company.
3. Good at English with Computer literacy.
4. Must be able to handle correspondence independently.
5. Good time management and willing to work long hours.
6. Age below 35 yrs.
7. Salary - Negotiable.

Applicants should be females with some post-graduate degree or two equivalent degrees in work-related fields of the above mentioned in the above list. To be sent to: HRD, Colombo.

VACANCIES

We are a leading company who is seeking a Business Professional/Shipping Guide. We have extensive experience in providing training and services with excellent communication and negotiating skills in work.

Marketing Executive

Receptionist

Walls in Interview on: 8.9 & 10:30 AM from 10:00 to 4:00

Dinakar Shipping Guide
604 1st Street, Colombo, Sri Lanka.
Tel: 011 2511 0111

Post of Managers for a Buddhist Child Development Centre in Kalutara District (Girls Home)

Period contract initially one year. Age above 40 years. Educational qualification Minimum G.C.E. O/L. Salary Negotiable. Experience in working with children is required. Proficiency Sinhala & English Board & lodging available.

O/o STM 16766,
P.O. Box 644, Colombo

You are Wanted!



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You are entitled for Bonus once in 3 months
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Email: dhanshana@gamma.lk
Address: 321/A, Union Place, Colombo 2.



SRI LANKA AIR FORCE



OFFICER CADET AND LADY OFFICER CADET VACANCIES

- GENERAL DUTIES PILOT BRANCH (MALE)
- TECHNICAL ENGINEERING BRANCH (MALE)
- ELECTRONICS ENGINEERING BRANCH (MALE)
- EQUIPMENT BRANCH (MALE AND FEMALE)
- ADMINISTRATIVE BRANCH (MALE AND FEMALE)
- ADMINISTRATIVE REGIMENT BRANCH (MALE AND FEMALE)
- OPERATIONS AIR BRANCH (MALE)

Applications are invited for Officer Cadets and Lady Officer Cadets in the Regular Force of the Sri Lanka Air Force as follows

* BSc (Aviation Studies) Degree Equivalent Qualifications (Accredited by the University of Kelaniya)

General Duties Pilot / Equipment / Administrative / Administrative Regiment and Operations Air Branches

A minimum of 16 years of the GCE O/L examination with two credits including credit passes in English language, Mathematics, Science and an arbitrary pass in Sinhala / Tamil language is one sitting (partial and optional subjects not considered) and arbitrary pass in three subjects in the GCE A/L examination in the Physical / Bio Science / Commerce Stream (as applicable) in one sitting.

Technical Engineering and Electronics Engineering Branches

A minimum of 16 years of the GCE O/L examination with two credits including credit passes in English language, Mathematics, Science and an arbitrary pass in Sinhala / Tamil language is one sitting (partial and optional subjects not considered) and arbitrary pass in three subjects in the GCE A/L examination in the Physical / Science Stream in one sitting.

* Non Degree Equivalent Qualifications

General Duties Pilot / Equipment / Administrative / Administrative Regiment and Operations Air Branches

A minimum of 16 years of the GCE O/L examination with two credits including credit passes in English language, Mathematics, Science and an arbitrary pass in Sinhala / Tamil language is one sitting (partial and optional subjects not considered).

OTHER REQUIREMENTS

- Nationality: 1. Citizens of Sri Lanka.
- Character: 1. Good character and conduct.
- Age: 1. Not less than 18 years and not more than 23 years as of 01 October 2010
- Height: 1. Male - 5'7" and above
2. Female - 5'4" and above
- Weight: 1. BMI $\frac{Weight(Kg)}{Height^2(m^2)}$ < 25
- Chest: 1. Minimum 78" (Male)
- Visual Colour Blindness: C2
- Visual Acuity: 1. 6/6 and 6/9 and 6/12 (Without spectacles)

* Attractive pay with benefits including food, accommodation, transport, allowances (meal etc)

SPECIFIC APPLICATION

- 1. Full name (ayer National Identity Card)
- 2. Date of birth
- 3. Present address
- 4. Home phone number
- 5. Present/ Future Service to government address
- 6. Date of birth
- 7. Height
- 8. Gender
- 9. Telephone number
- 10. Education
- 11. Educational qualifications (Ordinary & Advanced Level)
- 12. Achievements in sports, arts, social and activities
- 13. Details of previous services in the Armed Forces/Army
- 14. Other achievements of note

* Thoroughly verify and double check the details furnished above are true and correct to the best of your knowledge.

Date: _____ Signature of Applicant

* For further details see Government Gazette Number 1057 of 04 June 2010 and www.slaaf.lk

* The service should be sought APPLICANT FOR CADETSHIP / LADY CADETSHIP BY THE CANDIDATE/ APPLICANT on the job list name. Applications should be forwarded under registered cover to: CHIEF RECRUITING OFFICER, SRI LANKA AIR FORCE, SRI LANKA AIR FORCE HEADQUARTERS, 120/100000, 10/000000.

Website: <http://www.slaaf.lk>



Creating job descriptions - A guide for Small Business Owners

By GEMMA MORGAN

Job descriptions are imperative to any business because they define job responsibilities and expectations.

Job descriptions can be written in a number of ways in an organization. First, a description will be written if the job is new or revised. Second, the description will help you understand the candidate to decide if he or she is right for the position. The job description can help you in training new employees. Finally, the description forms the backbone of your evaluation and review process.

Many people will be tempted to skip this step. It's too hard, it's too time-consuming, it's too expensive. The answer is no and no. You'll find that the right job description can save you a lot of money in the long run. It's not too hard, it's not too expensive, it's not too time-consuming. You can do it on your own. The job description should be as clear and precise as possible. Start by listing the major tasks an employee in that position will be responsible for. It should be concise and to the point, follow up, a clear objective.

Next, list the activities necessary to do each task. Be as detailed and precise as possible. If you can't specify an activity in a description, it's not an important part of the job. Detail requirements and outline the major tasks that the employee will perform in the job. Specify the major responsibilities of the job in compliance with the company policy.