

## Institute for Health Policy

The Institute is a leading centre of excellence for health and social policy research. We have an extensive portfolio of research and training in the areas of health policy and economics, and social protection, and we work both in Sri Lanka and internationally in over a dozen countries. Our sponsors include national ministries, agencies such as WHO, World Bank, ADB, AusAID and GTZ, and leading institutions, such as Rockefeller Foundation and Harvard University. We provide a flexible work environment and excellent working conditions.

The Institute is a non-profit organization. It maintains a computerized accounting system using QuickBooks, which supports multiple currencies and fund accounting. Its accounts are based on Sri Lankan accounting standards, but incorporate principles from relevant US/UK non-profit accounting standards. The financial management and audit procedures are designed to meet both statutory requirements in Sri Lanka and the financial reporting requirements of international sponsors. The financial office also provides accountancy services to an affiliated for-profit consulting firm.

### ACCOUNTANT

We invite applications for candidates for our expanding financial office. The selected candidate will be responsible for the following:

- Routine accounting functions
- Cash flow and treasury management
- Fund accounting and project accounting
- Preparation of financial reports for sponsors
- Management of annual statutory audit
- Tax planning and taxation
- Preparation of project budgets in consultation with research staff
- Supervision of the financial office and provision of financial advice to the Institute's management

Applicants should be members of ICASL or ACCA (Lond.) with at least two years experience in a similar capacity. Adaptability, ability to work in a team, a high level of computer literacy and good communication skills in English and Sinhala are essential. A knowledge of QuickBooks will be an added advantage. The organization is committed to promoting equality of opportunity, and does not discriminate on the basis of ethnicity, gender or age. The compensation package is competitive and linked to performance. It includes medical and life insurance, and support for career training.

Interested applicants may send their CV within the next 7 days, quoting the reference number (IHP/HR/0910) on both cover letter and envelope, to: Human Resources, Institute for Health Policy, 72 Park Street, Colombo 2, or by email to jobs@ihp.lk



## VACANCY ANNOUNCEMENT UNITED NATIONS POPULATION FUND (UNFPA)

**Post Title: GBV Forum Facilitator (Service Contract – Part Time)**

**Duty Station: Colombo**

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

### Background:

Under the overall guidance of the UNFPA Representative, or his/her designated officer, and in close collaboration with the members of the Gender Based Violence (GBV) Forum and its chairperson, the Facilitator will coordinate and facilitate activities of the GBV Forum, which aims to enhance coordination and collaboration on GBV related work in Sri Lanka. His/her main role will be to facilitate regular sharing of resources, information and experiences on GBV programmes among the Forum members, which includes UN agencies, bilateral agencies, national and international NGOs and the National Committee on Women.

### The GBV Forum Facilitator will:

- Create and maintain a database of GBV intervention and resources of the various agencies by setting up a common website to share comprehensive and broad-based information on GBV
- Develop and maintain an inventory of resources: list of trainers, researchers, consultants, publications, training manuals and tools, etc
- Organize regular meetings of the Forum, including making logistical arrangements, sending out notices, agenda and other relevant material, recording minutes, writing reports relating to Forum activities, etc
- Facilitate e-discussions of the Forum via an email-network
- Identify issues and opportunities relating to GBV and monitoring important events and interventions on GBV bringing them to the notice of the Forum
- Liaise with Forum members, other gender networks, and relevant government and donor agencies; establish linkages with other networks on gender and GBV, especially at the district level
- Assist in the development and implementation of a work plan for possible joint/collaborative initiatives. This would include organizing the '16 Days Campaigns', organizing visits to see and learn from best practices of GBV work of each other's programs; developing common training modules and material; sharing trainers; and conducting joint awareness/training programmes; advocacy campaigns, collaborative research projects, etc
- Assist the UNFPA Country Office in other activities relating to its gender programme
- Any other duties as assigned by the UNFPA Representative

### Job Requirements:

- Basic degree in gender studies or related fields with an in-depth understanding of gender issues
- 3-5 years experience in project related work and proven networking skills with NGOs, government and front-line NGOs on gender
- Full proficiency in English (including excellent writing and communication skills); working knowledge of Sinhala and Tamil; proficiency in current office software applications

This is a part-time position – a maximum of ten (10) days per month. The GBV Forum Facilitator will report to office at least 2 days per week.

**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: UNFPA, 202, Baudhaloka Mawatha, Colombo 7.**

**Please note the post you are applying for at the top of the envelope**

**Deadline for application: 12<sup>th</sup> July 2009**

## TO GET THE BEST RESPONSE TO YOUR VACANCY ADS



## VACANCY ANNOUNCEMENT UNITED NATIONS POPULATION FUND (UNFPA)

**Post Title: National Professional Project Personnel Gender (Service Contract)**

**Duty Station: Colombo**

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

### Job Description:

Under the overall guidance of the UNFPA Representative, or her designated officer, and under the direct supervision of the Chair of the National Committee on Women (NCW) and in consultation with the UNFPA Representative, the National Professional Project Personnel (NPPP) will provide support to the NCW of the Ministry of Child Development and Women's Empowerment in the management of the UNFPA programme on gender. He/she will be required to work with senior officers in various ministries, frontline workers and other partners in strengthening the capacities of the Ministry of Child Development and Women's Empowerment to operationalise the National Plan of Action for the implementation of the Domestic Violence Act and to ensure the protection of women's rights.

### The NPPP will:

- Provide support to the NCW in coordinating and implementing the finalized project work plan; assisting the Chair of the NCW in the management of the project, including all administrative functions, preparation of progress reports, work plans, FACE forms and other technical input as required by the NCW and UNFPA.
- Ensure that the activities per the Annual Work Plans are conducted effectively and efficiently. This includes assisting in the development of resource materials where appropriate and organization of training programmes for key district and divisional staff, Women Development Officers (WDOs) and other government frontline workers
- Manage and coordinate the data collection component of the project, ensuring its linkage to the SAARC data base on Gender set up at the Ministry of Child Development and Women's Empowerment
- Assist NCW Chair in advocacy efforts by preparing concept papers, briefs, and reports on relevant gender issues
- Assist NCW Chair in ensuring that multiple gender programmes and interventions supported and implemented by various agencies are coordinated and complementary
- Provide secretarial support to the Project Steering Committee, which will be convened and chaired by the Secretary to the Ministry of Child Development and Women's Empowerment.
- Develop a Monitoring & Evaluation framework for mid-term and final evaluation which includes financial monitoring; liaise with project partners in coordinating activities of the project and ensure strategic links are established between the NCW component and other components of the overall project.
- Any other duties as assigned by the Chair of NCW and the UNFPA Representative, or her designated officer.

### 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 Gender Studies or related fields with an in-depth understanding of gender issues
- Minimum of seven years experience in project related work and proven networking skills with NGOs, government and front-line NGOs on gender
- Full proficiency in English (including excellent writing and communication skills); 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: UNFPA, 202, Baudhaloka Mawatha, Colombo 7**

**Please note the post you are applying for at the top of the envelope**



# Kandos

## Confectionery and Pastry Chef for Kandos Shop

The Kandos Shop at Thurstan Road, Colombo 5, wishes to become "the" chocolate boutique for all things chocolate, by improving its product range with new and exciting chocolate-based pastry and confectionery items, for in-house and take-away consumption.

We are looking for a creative chef, who will be based at the Kandos Shop, specializing in confectionery and pastry items, who would guide the Kandos Shop production team in achieving this objective.

He/ she must possess the skills, knowledge and experience to produce numerous baked items, as-well-as showpieces, confectionery work, and undertake any special projects. He/she must be creative, consumer oriented, have a sense of style and a good aesthetic eye.

A pastry chef wears many different hats, and the person we are looking for must be able to do so with flair and skill.

If you are aged between 25- 35 years, with at least 3 years experience in creative confectionery and pastry work, please apply in confidence to the

**The Manager Human Resources,  
Ceylon Chocolates Ltd.,  
223 Bloemendhal Road, Colombo 13.**



*An attractive salary package will be offered to the selected candidate.*

**Please apply within 10 days of this advertisement.**