

unite for children



VACANCY NOTICE

UNICEF Sri Lanka, Country Office, invites applications from qualified nationals of the Republic of Sri Lanka for the following post.

Post Title: Finance Officer **V/No:** HR 09/07-03
Level: NOB (Fixed Term Appointment)
Duty Station: Colombo **Closing Date:** 22 July 2009

Purpose of the Post:

Under the general supervision of the Chief of Operations, assists in the area of accounting control, recording, reporting of assets, liabilities and income. Monitor the appropriate disbursements of funds and payments of accounts in accordance with the rules, regulations and established budgetary limits.

Major Duties and Responsibilities:

- Control and operate bank accounts in accordance with UN/UNICEF financial rules and regulations and local banking practices. Provide up-to-date information on the cash position or status of such accounts. Reconcile bank statements, keeps abreast of all procedures and regulations regarding the maintenance of bank accounts, exchange and interest rates, etc.
- Certify the appropriate, accurate and timely processing and recording of disbursements and payments, (e.g., Medical Insurance Plan, travel claims, pension fund, insurance, advances to government), in accordance with established rules, regulations and systems, and within budgetary limits. Also ensure recovery of advances and accounts receivable.
- Monitor financial transactions and accounting reports, and reconciliation of accounts, to ensure accurate and up-to-date financial information. Prepare required reports and statements for the Head of Office and HQ.
- Manage Programme Management System (ProMS), provide training and orientation to staff on its use and coordinates with IT on technical adjustments or irregularities to meet local conditions. Supervise timely maintenance of computerized accounting and finance system.
- Control petty cash fund, disbursements, recording and accounting.
- Review budget expenditures by codes against approved allotments, and verifies compliance with reports received from Head Quarters.
- Prepare and analyze financial data for budget estimates and financial planning.
- Brief the staff on the application and interpretation of UN/UNICEF accounting and financial rules, regulations, procedures and policies.
- Undertake visits to sub-offices to provide accounting and finance training and support, establish and/or review systems and procedures for compliance with the rules and regulations, and prepare reports and recommendations.
- Be responsible for the safekeeping of cash and cheques.

Minimum Qualifications and Experience Required:

- University degree in Accounting, Finance or Business Administration.
- Two years of professional work experience in finance and accounting. Experience in an international organization desirable.

Language:

Fluency in English and at least one local language (Sinhala/Tamil) is required.

Specialized Training/Other Skills/Competencies:

- Good judgement, initiative, high sense of responsibility, organization, negotiating and analytical skills.
- Supervisory ability.
- Ability to conduct training.
- Computer skills, including internet navigation, and various office applications.
- A positive and pleasant disposition towards work responsibility.
- Timely disposition to the tasks assigned.
- Proven ability to work both independently and as part of a team.
- Work harmoniously with colleagues and assist staff in the unit during peak loads, and in the absence of staff.
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization.

An attractive salary will be offered to the selected candidate depending on qualifications and experience, plus a child allowance, if applicable. All emoluments are tax-free

Those who possess the required qualifications and wish to apply to the above post, must submit an application including **1) cover letter, 2) CV, 3) duly completed and signed Personal History Form (P.11), 4) copies of most relevant academic qualification, and for UN candidates, 5) the last 2 Performance Evaluation Reports (PER)** by specifying the Vacancy Notice number (V/No) either by email to srilankahrvacancies@unicef.org or by postal mail addressed it to the **Human Resources Specialist**, under **Confidential, cover by 22 July 2009**.

The P.11 can be downloaded from the following link http://www.unicef.org/about/employ/index_apply.html or obtained at the reception of our Head Office, 35, Balapokuna Road, Kirulapone, Colombo 5, Tel. 2768555

'UNICEF is committed to gender equality in its mandate and its staff.'

'UNICEF is a non-smoking working environment.'

'Applications from qualified female candidates are strongly encouraged.'

Only short-listed applications will be acknowledged.

lideke wery Educational Institute

The objective of the Lideke Wery Educational Institute (LWEI) is to strengthen English language and IT skills in the tsunami-struck area of Induruwa. The foundation has modern classrooms and IT facilities. The program receives continuous support from The Netherlands.

LWEI is now recruiting for the following position:

Experienced IT Teacher/IT Professional

Job description:

- Conduct computer courses such as Microsoft Office and Graphic Design
- Hold Responsibility for IT education program as well as student intake
- Be accountable for all matters regarding networks, internet, hardware and software.

Requirements:

- A diploma in IT from a recognized University or any equivalent qualification
- Teaching experience in Advanced IT.
- Being able to provide ad-hoc support to users experiencing IT related difficulties.
- Excellent verbal and written English skills.
- Excellent teamwork and interpersonal skills.

We are looking for a dedicated preferably married male for a long-term position based on a five days working-week.

Benefits include: lunch, bonus, reimbursement of traveling expenses.

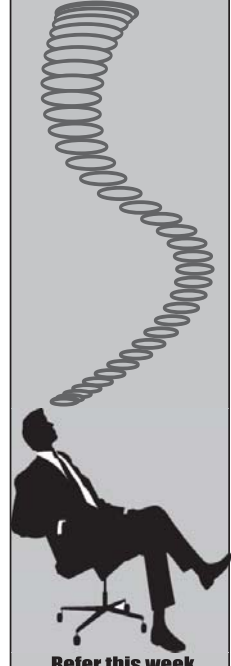
We offer a challenging career in a young and enthusiastic team!

Candidates are invited to submit their motivation and CV in English within 14 days to: info@lwei.lk

Website: www.lwei.lk

Tel: 0342272346

www.sundaytimes.lk



Refer this week



& Apply !!!

TO GET THE BEST RESPONSE TO YOUR VACANCY ADS



We are ready to take you on boardARE YOU?

AMW has to its advantage one of the most diversified product portfolios in Tyre & Lubricant operations that represents the BIGGEST names in the industry. Our brands include Good Year, BP, Castrol, EPIC, and Marathon.

We are looking for people with a passion to build our brand portfolio to take it to the next level.

ASSISTANT BRAND MANAGER

The chosen candidate must have a dynamic personality with a sound industry background, strong sense of achievement and motivation of getting things done. He/She needs to have a passion for brand building and should possess a minimum of 2-3 years experience in brand management.

He/She should be able to contribute to the development of category strategies, analyze brands, market trends, undertake frequent visits to dealer outlets and also recommend suitable strategies / actions. He/She also should monitor the marketing budget and develop product forecasts, maximize the long term sales and profitability of the organization. The candidate would also have to contribute to AMW innovations by delivering product development programmes to generate consistent sales and profit growth and assist the Marketing Manager in developing, recommending and executing the strategic marketing plan.

Qualifications & Skills – CIM – UK. He/She should possess good interpersonal skills & be a team player, be below 30 years of age & be fluent in preferably all 3 languages. Previous experience in the tyre and/or lubricant industry will be an added advantage.

PURCHASING EXECUTIVE

The chosen candidate must be good with numbers, efficient, organized, methodical and a meticulously planned individual. The candidate must have the ability to make constant decisions within short time spans, have great problem solving skills. He / She will have to make sure that the order placement and replenishment process is worked flawlessly by placing timely orders ensuring product is available in the market at all times.

Qualifications & Skills – G.C.E. Advance Level with previous experience in purchasing /procurement, should be below 30 years and be fluent preferably in all 3 languages. Previous experience in the tyre and/or lubricant industry will be an added advantage.

If you feel that you are ready to take on the challenge then please send in your CV by post within 10 days of this advertisement to: (Mark position applied for in the top left hand corner of envelope)

**Human Resources Manager
Associated Motorways Ltd
185, Union Place, Colombo 02
email: hr@amwtd.com, Fax: 2300576**

