



## Eastern University, Sri Lanka VACANCIES

Applications will be received by me for the following posts at the Eastern University, Sri Lanka, Vantharumoolai, Chenkalady and the Trincomalee Campus, Konesapuri, Nilaveli, Trincomalee from suitable candidates

(1) Eastern University, Sri Lanka

- (I) Faculty of Arts & Culture**  
Department of Islamic Studies  
**SENIOR LECTURER GR. I/GR. II/LECTURER (PROBATIONARY) IN ISLAMIC STUDIES**
- (II) Faculty of Science**  
Department of Mathematics  
**TEMPORARY ASSISTANT LECTURER IN COMPUTER SCIENCE**  
Department of Statistics  
**TEMPORARY ASSISTANT LECTURER IN STATISTICS**  
Department of Botany  
**TEMPORARY ASSISTANT LECTURER IN BOTANY**
- (III) Faculty of Health - Care Sciences**  
Department of Pathophysiology  
(Disciplines of Pathology, Microbiology, Parasitology, Forensic Medicine)  
**SENIOR LECTURER GR. I/GR. II/LECTURER (PROBATIONARY) IN PATHOPHYSIOLOGY**  
Department of Physical Sciences  
(Disciplines of Medicine, Surgery, Pediatrics, Psychiatry, Imaging)  
**SENIOR LECTURER GR. I/GR. II/LECTURER (PROBATIONARY) IN CLINICAL SCIENCES**  
Department of Medical Education and Research  
**SENIOR LECTURER GR. I/GR. II/LECTURER (PROBATIONARY) IN MEDICAL EDUCATION AND RESEARCH**  
Department of Supramolecular Health Sciences  
**SENIOR LECTURER GR. I/GR. II/LECTURER (PROBATIONARY) IN PHARMACY**  
(Note: Bachelor of Dental Surgery (BDS) Degree holders may also apply for the above posts)
- (IV) English Language Teaching Unit**  
**SENIOR LECTURER GR. I/GR. II/LECTURER (PROBATIONARY) IN ENGLISH**

(2) Trincomalee Campus

- Siddha Medicine & Surgery Unit**  
(Disciplines of Pathamaruthawam, Sirapu Maruthawam, Kunapadam, Udai Kotiriyal & Udai Thotleya)  
**SENIOR LECTURER GR. I/GR. II/LECTURER (PROBATIONARY) IN SIDHA MEDICINE**  
**TEMPORARY ASSISTANT LECTURER IN SIDHA MEDICINE & SURGERY**  
**TEMPORARY DEMONSTRATOR IN BIO CHEMISTRY & MOLECULAR BIOLOGY/MICROBIOLOGY**

**Method of Application**

**(A) Permanent Positions**

- 1) Application forms and details could be obtained from the office of the Senior Assistant Registrar/Academic Establishments, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady by submitting a money order for Rs. 100/- drawn in favour of "Bursar, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady" (either in person or by sending a self-addressed stamped envelope 23x10 cm in size).
- 2) Application forms could be downloaded on the University website ([www.eu.ac.lk](http://www.eu.ac.lk)). Downloaded application forms should accompany a money order for Rs. 100/- drawn in favour of "Bursar, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady."

**(B) Temporary Positions**

Those interested are hereby requested to send self-prepared application with curriculum vitae and certified copies of Birth, Educational and Experience certificates to Senior Assistant Registrar/Academic Establishments, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady.  
Age: Not more than 45 years

Age limit does not apply to the employees in the services of the Government Departments, Statutory Boards, and State Corporations. Applicants who are employees of Government Departments, State Corporations and Statutory Bodies should forward their applications through the Head of their respective institutions, but may send an advance copy in the first instance. However, no such applicant will be considered for appointment, if the application routed through the Head of the Department is not received.

**CLOSING DATE**

Completed application form should be sent under registered cover to reach "The Sr. Asst. Registrar/Academic Establishment, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady" on or before 16<sup>th</sup> October 2009.  
Incomplete and illegible applications or applications received after the closing date will be rejected.

ACTING REGISTRAR

EASTERN UNIVERSITY, SRI LANKA  
VANTHARUMOOLAI  
CHENKALADY.  
16<sup>TH</sup> SEPTEMBER 2009

## IFC International Finance Corporation World Bank Group

**BACKGROUND**

The International Finance Corporation (IFC), a member of the World Bank Group, promotes sustainable private sector investments in developing economies to help reduce poverty and improve people's lives. IFC has recently established an Advisory Services (AS) Facility in Colombo named IFC -South Asia Enterprise Development Facility (IFC- SEDF) to support the development and growth of SMEs (Small and Medium Enterprises) in Sri Lanka and Maldives.

**TEAM ASSISTANT (TA)**

The Team Assistant is required to carry out a full range of office support work, including managing processes and monitoring schedules related to team's operational and administrative tasks. TA will coordinate with service units and liaise frequently with team members both at headquarters and in the field, as well as external counterparts. TA will also be assigned responsibility for the office administrative functions. TA should be organized, energized and seasoned professional, capable of operating effectively and discreetly in a very demanding fast-paced environment.

**Responsibilities:**

- Draft routine correspondence and proofread materials
- Coordinate schedules and prioritize them, communicate the information to appropriate staff, within and outside the immediate work unit, including officials outside the Bank Group.
- Assist in preparation and logistical planning for various events e.g. conferences, workshops, negotiations etc.
- Maintain current the distribution lists, phone/address lists of projects and distributes documents for the team.
- Coordinate airline and hotel bookings for team members' travel overseas and within the country.
- Support the team on operational tasks including data collection and reporting requirements.
- Manage the Front Desk (handling all visitors, incoming and outgoing calls and enter inward/outward mail).

**Selection Criteria**

The candidate should:

- Have good knowledge of business process and procedures,
- Be effective in time management and have strong organizational skills.
- Demonstrated initiative and resourcefulness
- Be a committed team player with demonstrated inter-personal skills and ability to work effectively in a multi-cultural environment.
- Have proficient English language skills (verbal and written) including ability to draft routine correspondence and edit materials,
- Be able to produce high quality work under pressure.
- Have computer skills such as Windows and Excel Sheets etc.

**Minimum Requirements**

- University degree or equivalent diploma or 3 years experience in a similar field.
- Ability to pass relevant Bank Group tests, if any, in place at the time of recruitment (e.g. English language, computer applications etc).

The position is a local recruitment and is a Co-terminus term appointment for two years based in Colombo

Potential and interested candidates for the above post are invited to send their applications to [ifc.colombo@ifc.org](mailto:colombo@ifc.org). No paper mail or faxes please, only short-listed candidates will be contacted. To learn more about IFC, please visit our website at [www.ifc.org](http://www.ifc.org).

# ST APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

**PUBLIC BANK BERHAD**  
EXCELLENCE IS OUR COMMITMENT

**System Administrator**  
Colombo Branch

**Job Responsibilities:**

- Manage Windows servers (2003, 2005 and 2008), SQL servers and the SWIFT system
- As400 system administration
- System and network security administration
- Carry out technical evaluation on IT related products and computer network
- Prepare IT project documents and provide support at project implementation
- Attend to data backups, software and operating system installations and configurations
- Ensure smooth running of the Bank's computer network and applications

**Requirements:**

- A recognized degree in Computer Science. Professional system administration certification will be considered as an added qualification
- Minimum 5 years experience in a similar capacity and preferably with programming knowledge of CLP and RPGLE
- A good team player

The successful candidate will be offered an attractive remuneration package which will commensurate with qualifications and experience.

Those interested are invited to submit their applications stating personal particulars, qualifications, working experience, present and expected salary and contact telephone number together with a non-returnable passport sized coloured photograph within 10 days of this Advertisement to:

The Country Head  
**PUBLIC BANK BERHAD**  
# 340, R A de Mel Mawatha, Colombo 03000  
E-mail: [pbbsk@publicbank.sl.lk](mailto:pbbsk@publicbank.sl.lk)

All applications will be treated in strict confidence.  
**Only shortlisted candidates will be notified.**



## Steps to review your office systems

Running an efficient business is all about continuously improving and 'tweaking' your office management systems so that they grow with your business and not hinder your business.

But why do you need efficient office systems in place? Here are some answers!

- To quickly and easily find important contact information.
- To be able to respond to client's requests straightaway
- So that you can immediately submit a proposal.
- To keep track of your business.
- To be able to follow-up with clients and contacts.
- So that you can stay on track with your projects.
- To monitor your latest marketing campaign.

Sometimes though problems don't become apparent with your office systems until you actually start using them - and then you may find out that they're not working in the way that you'd hoped.

So what can you do about it?

**Step #1 Look at where the problems are.** Are you constantly searching around looking for an email address? Or cannot tell at a glance if your project is on track? Or you don't know your cashflow situation?

**Step #2 Analyse what percentage of your time is being spent on administrative tasks.**

Keep a diary for a week of how you are spending your time. At the end of the week look it over and see what percentage of your time is being spent on these jobs. Could this time be better spent on income-generating activities? Or market research?

**Step #3 Compile a list of all non-income generating tasks that you currently do.**

Could some of these be delegated? Would it help if you took on an assistant?

Once you have followed these 3 steps you should have a good idea of where your time is being spent, what your biggest time drains are, and where you can make improvements. You will be well on your way to deciding if you need to partner with a Virtual Assistant and will be able to see exactly where you need the support.

- traceylawton.com

## Foreign Employments-Abu Dhabi (urgently wanted)

A leading company N.C.E/New cleaning Est. Abu Dhabi, U.A.E has vacancies for cleaners (Male/Female)

	Age Limits	Salary
Cleaners (Males) - 50	18-28 years	825DHS
Cleaners (Females) - 122	18-28 years	825 DHS

- Lodgings, Medical Facilities free of charge
- Food (Free of Charge) or Food Allowance
- Service period 3 years
- 08 hour daily (per day) and 48 hrs per week.
- Up and down Air Ticket provided. (Colombo- Abu Dhabi- Colombo)
- All other allowances according to U.A.E. Labour Laws

Call over immediately with passport, testimonials, 16 photographs. Don't miss this grand opportunity.

**FAIZ Travel Agent**  
No. 36/3, Price Place  
Gunasingsapura  
Colombo-12

Tel. 011 2436317  
24 36318  
24 36319  
Mobile. 0777 396771

## VACANCIES

A reputed Medical Firm in Colombo requires following staff for immediate employment

- Radiographer
- Medical Laboratory Technologist  
Preferably with SLMC Registration
- Assistant Lab Technicians (Male)  
Trainees too may apply
- Marketing Executive

Apply to: Director  
21, Joseph Lane,  
Colombo 4  
Fax: 4866445  
Email: [medichecks@yahoo.com](mailto:medichecks@yahoo.com)



## Vacancy Cook / Chef

Start of employment: 2<sup>nd</sup> November 2009

**Duties include**

- managing the operation of the Ambassador's kitchen
- preparing and cooking a variety of fine dishes for formal lunches and dinners
- preparing large quantities of food for buffet dinners
- ensuring that all dishes are prepared, cooked and presented at high standard
- creating and developing menu choices

**Applicants should be**

- experienced in Sri Lankan, Asian and Western cuisine
- possess relevant professional experience as a cook/chef for a diplomatic mission and/or in an international hotel
- able to maintain a neat, clean and well-groomed appearance
- fluent in English

Please forward your application with photo, CV in English and documents of previous employment by 9<sup>th</sup> October 2009 to

**Head of Administration**  
German Embassy Colombo  
40, Alfred House Ave.  
Colombo 3