



APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Successful goal setting for career management

By: Prasanna Perera, Marketing and Management Consultant, Chartered Marketer, CIM, U.K.

Setting targets or goals is important for career development and progression. Without career goals, it is impossible to achieve greatness in life. Goals generate excitement and energy and help to focus effort. They are the avenue to effect change in your life.

The starting point in goal setting is to have a clear idea about where you stand today. (Where am I now?) Thereafter, you have to work out in your mind, what you want to achieve in the future, say in 5 years. Write them down and prioritise them. Break each goal up into its constituent parts and identify specific activities leading to its achievement. Imagine in your mind of method reaching each goal and put a time limit on its attainment. In goal setting, you receive the greatest satisfaction from using your untapped potential to achieve goals set by you, rather than goals that are set for you by others. Deciding what you want is often more difficult than getting what you want. You have got to know where you want to go, since you will work towards a goal only if you have a goal in mind to work towards.

Goal formulation
Is applicable to both your personal and work life, and can complement them both. For example an excellent sales person may decide to form his own company and begin selling for himself. In your personal life, goals can be set in terms of marriage,

children, friends, recreation, education etc.,. In the case of work life, goals are normally career development, job satisfaction, recognition.

All of us, no matter how we earn our living, are in business for ourselves. Our success depends on our ability to satisfy our inner needs, which can be achieved only by satisfying the needs of others.

In goal formulation, you need to be aware of your strengths and weaknesses. When you have identified these through critical self analysis, it is easier to accomplish goals. Your natural abilities and talents will propel you on to your goals. People who do consistently what they are best at and have fun in the process cannot help but succeed.

Goal accomplishment
When you achieve goals you have set, it is important to reflect on the actions that achieved success. This will help future goal formulation. Also when you achieve goals, do not forget to compliment yourself, which in turn leads to reassurance and confidence.

The power of dreaming
Your eventual success in life will be in direct proportion to your ability to picture yourself as a successful person. Our current state of affairs, is simply the physical manifestation of our previous thinking. Likewise, our future state of affairs, depends on the thoughts we are now having.

It pays to dream big! Expect and anticipate great things to happen in your work and personal life. By setting your sights high, you give yourself the best

chance to accomplish something above the ordinary.

Positive thinking

When setting and accomplishing goals, positive thinking is an important characteristic. For positive thinking to take place, the right attitudes must be prevalent. The altitude (heights) that you can reach in life depends on your attitude plus aptitude. The altitude relates to goal setting, whilst attitude and aptitude relate to goal accomplishment. Always have a "can do" attitude, when you are confronted with a challenging goal.

Review your goals

Goal setting is an on going process in life and it is important to reflect on your goals periodically. Certain goals may need adjustments, due to changes in circumstances. (financial, external). Do not be afraid to modify goals, in order to reflect on the present reality.

Enhance your skills

In order to accomplish more challenging goals, you need to enhance certain skills and also learn new skills. Therefore, skill enhancement is an on going activity which can be accomplished through on-the-job training, work and personal experience and continuous life long learning. Relate your skill enhancements to the goals set, so that goal accomplishment becomes much easier.

"Always strive to be the best you can"

(Anonymous)

"Get to know yourself as a person"

(Anonymous)



Enhance your skills

VACANCIES

A leading Electronic manufacturing company (BO) in Sri Lanka with the Head Office in Switzerland, is looking for dynamic professionals for the under mentioned positions -

FINANCE MANAGER (FEMALE)

Qualification:

- Bachelors in Accounting or a related professional such as a member of CIMA/ICASL/ACCA.
- Minimum 5-7 years experience in a similar capacity with exposure to ERP Environment.

Responsibilities will encompass:

- Preparation of monthly accounts, budgets
- forecasts and monitoring of all financial activities
- Corporate & Strategic planning, costing and budgetary control and providing timely Management information, establishing internal controls.
- Liaising with financial and statutory institutions
- Handling Sri Lanka Tax matters

This key position demands:

- A strong sense of commitment
- Outstanding interpersonal and analytical skills and an excellent command of the English language
- Proven leadership qualities to work in a female team with ability to work under pressure.
- Confidence to interact with the Company Directors and the Senior Management

Salary negotiable.

FEMALE PROCUREMENT OFFICERS International

Qualifications / Experience:

- Certificate course in Purchasing & Materials Management at ISMM or equal qualification
- Very good command of English
- Passed G.C.E. (A/L)
- Passed G.C.E. (O/L) with Credit passes for English & Mathematics
- Proficiency in MS Office applications
- Exposure in International Procurement and Logistics, Inventory Management and ERP knowledge.

Starting Salary: Rs. 25,000/=

Please forward your CV with two non-related referees to reach the following address within seven working days of this advertisement.

CCS Lanka (Pvt) Limited.
Baselene Road, Daluwakotuwa,
Kochchikade (Negombo).
E-mail: personnel@ccslanka.lk
Fax: 031-4870933

FLOWER DRUM

WALK IN INTERVIEWS

Vacancies exists for
Butchery / Kitchen Helpers
Age between 18 - 30
Stewards and Trainees
Ideally between the age of 18 - 30
Experience an added advantage
Minimum Qualifications
GCE "O" level
Spoken English is required For
successful applicants, excellent working
Conditions in the Hospitality
Industry
Apply

Flower Drum Ltd.
26, Thurstan Road
Colombo - 03.
Tel: 2 574811 - 2 574216
www.flowerdrumrestaurant.co.lk

Experienced Montessori Teacher to Start a School

Looking for an AMI qualified Montessori teacher to start a school on Sranakar Road, Dehiwala in January 2010. Must have over 3 years of work experience, with very strong English communication & leadership skills and a genuine passion to facilitate in bringing out the best in every child. Expect the teacher to be creative and entrepreneurial in helping develop and expand the school with potential to partner in profits. Being able to play the piano and coordinate amateur musical productions will be considered as an added advantage.

Contact: Mrs. Mangala Peiris
E mail : youngdestineers@gmail.com
Phone : 0777547689 / 2582247

AUSTRALIAN HIGH COMMISSION

JOB VACANCIES

The Australian High Commission in Colombo seeks applications for two Expatriate Locally Engaged Employee positions.

Interested applicants should visit the High Commission website www.srilanka.embassy.gov.au under "More Information - Job Vacancies" for the position descriptions, duty statement and selection criteria.

Only those applicants who make strong claims against the selection criteria will be short-listed for interview.

Closing date for applications is Monday, 30 November, 2009.

Handling...

Contd from Page 2
Take a religious book with you to the exam if it helps you to feel secure and comfortable. Once you receive the examination paper,

attempt the questions that you are well prepared for. As you answer these questions, anxiety will disappear and you will become more confident. Take a few deep breaths throughout the duration of the examination and keep talking / motivating your self. Once the exam is over, forget all about it and really unwind.

Worrying about what happened will not help - it is water under the bridge! De-stress through music, exercises, enjoying with friends and just relaxing.

In this brief article, I have endeavoured to outline the dimensions of stress and how to manage it.

"When under stress, stay calm and collected."
(Anonymous) "All stress is not harmful. There are positive outcomes of stress." (Anonymous)

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 Agriculture
Department of Agricultural Biology
SENIOR LECTURER GR. I/GR. II/LECTURER (PROBATIONARY) IN AGRICULTURAL BIOLOGY

(ii) Faculty of Science
Department of Mathematics
SENIOR LECTURER GR. I/GR. II/LECTURER (PROBATIONARY) IN STATISTICS

(2) Trincomalee Campus

General Administration
WORKS ENGINEER (CIVIL) GR. III
WORKS SUPERINTENDENT (CIVIL) GR. II
NURSING OFFICER GR. I

Method of Application

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 22x10 cm. in size).
- 2) Application forms could be downloaded on the University website (www.esu.ac.lk). Downloaded application forms should accompany a money order for Rs. 100/- drawn in favour of "Bursar, 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 Snr. Asst. Registrar/Academic Establishments, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady" on or before 18th December 2009.

Incomplete and illegible applications or applications received after the closing date will be rejected.

ACTING REGISTRAR

EASTERN UNIVERSITY, SRI LANKA.
VANTHARUMOOLAI,
CHENKALADY.
18th NOVEMBER 2009

Understanding...

Contd from Page 2
Thus firms begin to compete with each other and in the process customer benefits from the competition. In Sri Lanka the collar wars between the four companies are giving customers better deals. Competition is fierce among the four players and if any firm wishes to be the market leader they have to provide an exceptional service and products.

Besides satisfying consumers, marketing facilities to educate and enhance the knowledge of the consumers. Due to the efforts by pharmaceutical companies and their effort of education customers today we see the total eradication of polio from Sri Lanka, customers in the rural have become more knowledgeable because of marketing. Today no one can fool the customer.

From an organizational point marketing plays a role in generating business. Directly or indirectly the firm benefits by marketing due to the awareness created about the firm and its offerings. Marketing should not be seen as an expenditure instead it should be calculated as an investment. Since marketing generates new business the firm can generate financial resources that can be diverted in to areas such as new product development, entering new markets etc.

The acceptance of the marketing philosophy will enable the organization to gain a relative stronger competitive advantage over a firm that is not marketing oriented. Most companies depend on the marketing function to create a position not only for products but also for the corporate entity.

VACANCIES

We are engaged in cargo clearance & forwarding trade and immediately require two young, dynamic, energetic male staff to fill the following positions.

**(1) Wharf Clerk/
Trainee Wharf Assistant**

Candidate should possess:

1. Age below 30 years.
2. G.C.E. (O/L), add qualification And (01) one year experience in the relevant field (Wharf Clerk).
3. Good knowledge in spoken and Written English with the ability to work in computerized Environment (Wharf Clerk & Trainees).
4. Customs House Agent Course Certificate is advantage.

Salary Negotiable.

Please send in your CV indicating names of two non-related referees & contact telephone numbers to reach within 5 days by

E Mail - sabrin@sitnet.lk or
Fax No. 5353716