



APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Time management for career success

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



The one thing everyone has in common is that we all have 24 hours in a day, seven days in a week and 52 weeks in a year. Time is a precious resource that cannot be replaced. Once spent, it is gone forever. A bit dramatic? Not really. Our ability to manage our time is the one thing that will make a difference to what we achieve in life.

What is time management?

Time Management is the ability to decide what is important in life, both at work and in our home and personal lives. To prioritise certain jobs so that we complete the tasks we need to and also those that we

think are really important. Many people spend more time planning their next holiday, than planning their lives. Planning our lives, deciding what career we want to pursue, can provide us with more satisfaction. The ability to manage our time is an important life skill.

Why is time management important?

Good time management provides us with the ability to keep a balance in our lives, or to recognise where the imbalance is.

In my experience, time management is one of those skills that many people have to work hard at; the benefits are plain to see. It is a skill that can be learnt, practised



and improved upon all the time. It is also a skill that everyone needs. Unfortunately, not everyone will acquire it, and as a result, they will achieve less in their lives than they are capable of. Benefits of time management There are many benefits, some of which have already been mentioned in this article. By managing your time, you will be able to achieve more at work, at home and in leisure time. It will also help you to live a more balanced life, reduce the levels of stress, have more energy, have more focus to concentrate your efforts, increase your self esteem and above all enjoy more success in your career.

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Exciting Opportunity in the UK

Emergency Medicine

Speciality Doctor

£54,937 - £81,550 per annum (based on 12 sessions per week)

We are looking for a clinically excellent, motivated and enthusiastic doctor to join a rota of 10 middle grade doctors to provide full shift cover. The contract is for 48 hours per week. This is an exciting time to join the Trust and be part of the project to redevelop and rebuild a state-of-the-art Emergency Care Department. A business case has recently been approved to develop a £16m department to serve the local population.

The Accident and Emergency Department sees approximately 100,000 new patients a year. Medical Staff comprises 6.3 Consultants, 13 senior doctors which includes 2 speciality trainee and 2 core trainees and 15 junior doctors. It has an excellent case mix including paediatrics, major trauma, and critically ill Medical and Surgical patients, which present excellent educational opportunities. The department facilities include a four-bedded Resuscitation Room with overhead X-ray facility and dedicated Children's waiting and examination areas, in addition to Minor injuries and Majors cubicle areas. Unique initiatives such as Greet and Treat and RAPT contribute to an excellent environment for staff to provide quality healthcare.

The Emergency Medicine Consultants are committed to providing experience and training to their staff in all areas of Emergency Medicine. Formal and informal teaching is provided and educational advancement and audit will be actively encouraged and supervised in working hours, within a 48-hour rota. There is an active senior doctor teaching programme both locally and regionally.

You will be expected to lead the assessment, resuscitation, management and safe transfer (where necessary) of seriously ill and injured patients, provide supervision to junior staff and undertake regular teaching and education sessions. You will also play an active role in the day-to-day management and administration of the department, ensuring all targets are achieved and high quality, safe patient care is delivered.

You will require a minimum of four years' post qualification experience with one year in Accident and Emergency/Casualty or Emergency Department being essential.

You should have evidence of completion of 12 months internship and successfully passed PLAB or, hold an acceptable postgraduate qualification recognised by the GMC, or have previously held GMC registration. Ref: 431-MEC-419

For more information, please visit www.basildonandthurrock.nhs.uk and follow the links for "working for us", search in job title field for "Speciality Doctor". If you fulfil all eligibility criteria except for GMC registration, we advise/encourage you to contact Liz Shaw, Personnel Manager, on 0044 (0) 845 155 3111 ext. 8169 or elizabeth.shaw@btuh.nhs.uk for more information and to discuss your suitability to apply for this post.

A copy of the response may be forwarded to Chairman Sri Lanka Foreign Employment Agency, # 100 Nawala Road, Narahenpita, Colombo 05, Sri Lanka.

We reserve the right to bring forward the closing date should we have an overwhelming response.

Day Nursery facilities for under fives available at Basildon Hospital at commercial rates. We are committed to Equal Opportunities and operate a No Smoking policy.



Basildon and Thurrock University Hospitals NHS Foundation Trust

SATHOSA MOTORS PLC

POST OF SECRETARY

We are, a leading Automobile Company in Sri Lanka looking immediately for a suitable candidate to fit into the post of Secretary to the Executive Director.

Applicants should have a pleasing personality with experience in Shorthand typing, Computer Iterate and should be able to handle correspondence independently. She should be free from encumbrances and willing to work long hours.

Applicant should have around 10 yrs, experience working for a Director in an established company as a Secretary. She must be residing close to Colombo.

Age - below 35 years
Salary - Negotiable

Applications should be forwarded with names and contact details of two non-related referees to reach the undersigned within 10 days of this advertisement.

Manager/Personnel & Administration

SATHOSA MOTORS PLC

No. 25, Vauxhall St, Colombo 02, Tel. 4939710

TOP URGENT ENGLISH RECEPTIONIST

Need excellent English speaking 40 ladies to work for an International company. Prefer baround Kurunegala.

Interview on December 09 th from 9.00 am.

At Unique International College, 2 nd Mile Post, Dambulla Rd, Kurunegala

www.unionb.com

VACANCIES

Union Bank of Colombo Limited has in its strategic redirection determined the need to integrate with development policies of the Country. In its rapid expansion plans the Bank intends increasing its branch network and broadening the scope of banking and financial services to its growing clientele. Accordingly the Bank requires to recruit staff for the following vacancies.

Branch Managers

Vacancies for Branch Managers exist in Colombo Branches as well as in the North particularly in respect of Vavuniya and Chunnakam Branches to be opened shortly.

The ideal candidates will be those who have had experience as Branch Managers in Banks with a flair for dynamic leadership, ability to market clients together with knowledge in credit management and banking operations.

Candidates must possess at least 3 to 4 years experience as Managers with excellent track records in the field of banking.

Credit Officers

The Bank requires the services of experienced Credit Officers who possess specialized skills in overall credit management. Ability to independently assess and prepare credit proposals, good report writing skills, ability to analyze and interpret financial statements are prerequisites.

Management Trainees

The Bank is looking for dynamic result oriented individuals between the age of 22 - 28 years with a first or second class degree from a recognized University covering Economics/Finance/Accountancy/or Management or a professional qualification such as passed finalist of the Chartered Institute of Management of Accountants or of the Institute of Chartered Accountants or any equivalent professional qualification.

Rewards

An attractive remuneration package with perquisites as well as staff loans at concessionary interest rates are available for these positions depending on qualifications, experience & ability to work in a dynamic environment.

Applications must be forwarded with names of two non-related referees within 7 days of this advertisement to reach the following address. The post applied for must be marked at the top left hand corner of the envelope;

Vice President,
Human Resources, Admin & Business Support,
Union Bank of Colombo Limited,
15A, Alfred Place, Colombo 3
Fax: 2 370971, 2370 692 | E-mail: jobs@unionb.com

Team up with Union Bank



VACANCY

A Singapore based education consultancy firm having branch in Bambalapitiya have vacancy for the following positions:-

A. Recruitment Manager

Reporting to the Director, you will be responsible for:
* Organizing marketing activities for recruitment;
* Achieving student recruitment targets for our principals;
* PR activities & etc.

B. Education Consultant

Reporting to the Manager, you will be responsible for:
* Counseling and attending to enquiries of potential students;
* Customer relationship and student recruitment.

Requirements:

- * At least 3 years (Position A) and 1 year (Position B) experience in recruitment or similar fields;
- * Good communications and interpersonal skills;
- * Resourceful and adaptable, able to work under pressure;
- * Independent team player with good analytical skills, self motivated and result-oriented.

Apply/Email with your full resume (including a recent passport size photograph) and expected salary latest by 12th December 2009.

info@mclearninghub.net
Address: 225 3/2 Galle Road, Colombo 4 Sri Lanka.
(Only shortlisted candidates will be notified.)

WESTERN MUSIC TEACHERS

(03 Vacancies)

Part Time / Full Time

Applications are invited from qualified candidates for the above posts to engage their services in Pre-School, Primary and O/L classes.

Applicants should possess the following minimum qualifications:

- * Trained Teacher's Certificate (NIE)/LTCL/ATCL qualified.
- * O/L theory & practical knowledge
- * Minimum of 5 years teaching experience in Western Music.

Salary negotiable. (In par with International Schools)

Please note that those residing outside Colombo should give their Colombo address.

Apply within 7 days with two non-related referees to:



Sujatha Vidyalaya

364 A, High Level Road, Nugegoda.
E-mail: sujathavid@eol.lk

Established in 1955