

Human Resources Planning - It's more than filling vacancies for the next few months

Constant planning is what most business people do so they are ready for changing circumstances.

Is human resource planning or workforce planning up there with the budget? Possibly not. Quite often, with workforce planning, it will be treated as another budget line item and not taken much further.

The reality is, if it is to be done properly, there are long lead times and it should be a regular feature of any manager's role.

Workforce planning for many people is just about looking at

new jobs coming up and how they might fill the vacancies. For those less fortunate, it may be about how they lose surplus staff.

However, to do it effectively requires a little more forward vision coupled with a rigorous approach to ensure you have captured all the information possible - and that will never be enough!

A few of the steps you may wish to include are listed below.

- Strategic Plans
- Revisit your plans for the business and look at each objective

and strategy from a workforce perspective. Do you have the people to carry out the plans? Do you have enough of them? Do they have the experience, are their conditions appropriate? Do they have the right competencies? (a combination of knowledge, skills, aptitude and motivation)

Are they going to stay with you to see the plans through? When do you need to start recruiting? Is there enough in the budget? New people may cost more.

- Succession Plans
- Have you reviewed your suc-

cession plans - not just for immediate replacements but looking ahead at future needs and recruiting accordingly?

Maybe when you recruit your next Accounts Clerk you should be looking for your future Financial Controller. Immediate replacements are a must as anyone may leave your business for a number of reasons and some of them may cause a sudden departure. What happens if several people leave at the same time?

human-resources-mgt.best-managementarticles.com

RECEPTIONIST

We require a smart, young lady with a pleasant personality to join us as a receptionist. The ideal candidate would be below 30 years and at least one year experience in a similar capacity, be fluent in English, Sinhala & have computer knowledge.

send your application to:
senka@digitecgroup.com.au
www.digitecgroup.com.au



PERSONAL SECRETARY

We are looking for a smart lady in between 25-35 yrs. with the following:

- Academically well qualified
- Excellent speaking and writing skills in English
- Knowledge in computer packages
- A fair knowledge in Accounting & Bookkeeping
- Should be independent and hard working willing to work long hours.

Walk-in interviews on Monday from 11.00 a.m. - 4.00 p.m.

28/A, 5th Lane, Colombo 03.

WANTED for EMPLOYMENT

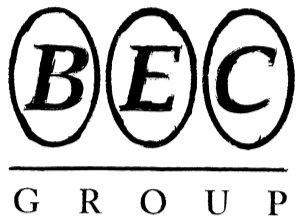
- Sales Assistant
- Cashier

Suitable candidates Should be able to Communicate in English, have basic computer Knowledge.

Please send CV

with contact Tel no **Suriya@sti.lk**

Contact no : 011 4927621, 072 8821878



BHAWAN ENGINEERING GROUP

Bhawan Engineering Group is the leader in trading, multi-disciplinary contracting and facilities management (operation and maintenance) employing over 9000 people. We represent world leaders like Carrier, OTIS, and Cummins etc. and have executed prestigious multi-million dollar project like Hospitals, Petrochemicals, LNG Facilities Power Plants, Residential & Commercial Complexes. We require for our ongoing and forthcoming projects in Oman and UAE.

QS Managers/ Sr. Quantity Surveyors - MEP Projects - 02 nos.

Qualified Quantity Surveyors with minimum 8 - 15 years experience in post tender quantity survey, progress measurement, billing and claims for large integrated MEP Projects like airports, hotels, hospitals, commercial, residential and industrial projects. Excellent knowledge of commercial terms and conditional is essential.

Attractive Salaries (will not be less than the minimum stipulated by the Sri Lanka Bureau of Foreign Employment) and other benefits - furnished accommodation, free transport, free medical, Gratuity & paid leave, travel etc. as per Company policy. Food included in the salary and 8 hours working per day. (Free Recruitment) (OR 1 = S.L. RS. 293/=)

Please E-mail type written application together with qualifications and experience certificates and contact phone numbers to Sarathi Limited - sarathilt@eureka.lk.

Sarathi Limited,
50, Hyde Park Corner, Colombo 02.
Tel.2435539

Licence No. 02

Approval No. AL/02/ADVT/12/10



PRINCIPAL BISHOP'S COLLEGE

The Board of Governors of Bishop's College, a premier, private Anglican Girls School within the national education system, invites applications from individuals with commitment, initiative and a sense of vocation for the post of Principal.

Candidates for the position must preferably be under fifty years of age and have :

- ▶ A Degree from a recognised University.
- ▶ A minimum ten years experience in a secondary or tertiary educational institution.
- ▶ A good knowledge of the Sri Lankan GCE O/L and A/L examination systems, structures and curricula.
- ▶ A sound knowledge of educational theory and practice, along with strong, sensitive administrative skills.
- ▶ An interest in the co-curricular activities of a school, including sports and aesthetics.
- ▶ A firm commitment to the all-round growth and development of young women in a multi-cultural school environment.
- ▶ Demonstrable leadership qualities required in a Christian educational institution that comprises children, teachers, administrative and support staff from all faiths.
- ▶ Pastoral skills.

An attractive employment and remuneration package is on offer to the successful candidate.

Applications accompanied with two recent testimonials from non-related referees, should be sent under registered cover and marked "confidential" to reach :

The Secretary,
Board of Governors, Bishop's College,
368/3, Baudhaloka Mw,
Colombo 07,

before 5th October, 2010.

Team up with Union Bank

www.unionb.com



VACANCIES

Union Bank of Colombo Ltd is in its 15th year of Banking Operations in Sri Lanka. The Bank has embarked on a new strategic plan which focuses on a rapid process of development activities which will create greater opportunities for customers to enjoy innovative and customised banking and financial solutions. The Bank with fresh capital infusion is also in the process of growing its branch network across the Country. We have already a network of 19 branches and recently opened branches in Jaffna, Chunnakam, Vavuniya, Mannar and Wennappuwa and hope to add branches in the eastern belt as well among other branches planned in different geographical locations.

With these plans afoot the Bank wishes to recruit highly result oriented dynamic individuals for the following positions :-

MANAGER - TRAINING

Requirements

Candidates must be passed finalists of the Professional Qualification in Human Resource Management (PQHRM) of the Institute of Personnel Management Sri Lanka or hold an equivalent qualification with more than 5 years hands on experience in the area of training & development with knowledge in developing training needs analysis, preparing training plans and effectively implementing training programs within an organisation for the accelerated development of staff.

PREMISES OFFICER

Requirements

Candidates must possess professional qualifications in Civil Engineering preferably with knowledge in mechanical & electrical work as well. Such qualifications should at least be at BSc Engineering level with 3 years experience or The National Diploma in Technology together with 5 or more years experience in a reputed organisation in the field of premises and engineering which covers construction work entailing civil, mechanical, electrical etc.,

EXECUTIVE LEASING

Requirements

Candidates must have a Degree from a recognised university or a professional qualification such as passed finalist CIMA or ICASL or equivalent with 3 to 4 years experience in leasing with knowledge in credit appraisals and a financial background, as well as hands on lease marketing experience.

- Candidates must have excellent communication and inter personal skills.
- Age limit for all positions should be below 50 years.

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 & overall knowledge and skills in the respective areas.

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 Ltd,
15A, Alfred Place, Colombo 03.
Email : jobs@unionb.com

Aim higher and be a winner.

Join one of the most awarded airlines in the sky.



Qatar Airways, winner of the Skytrax award for Best Cabin Crew in the Middle East, for seven consecutive years invites you to be a part of its success story.

Qatar Airways Recruitment : Female Cabin Crew

To be part of this winning team, you need to meet the following requirements:

- Minimum age of 20 - 30 years
- Minimum arm reach of 212 cms on tip toes
- Minimum high school education with fluency in written and spoken English required

Take advantage of this exciting opportunity and meet our Recruitment Team.

COLOMBO - (Open-day: Interactive Information Session only)

Venue: CEYLON CONTINENTAL HOTEL - 48 Janadhipathi Mawatha Colombo 01 Sri Lanka.
Date: 19th September 2010
Time: 0900 a.m. sharp

Please bring your CV in English along with full length and passport size photographs personally. Shortlisted candidates will be required to attend further processes over the next two or three days.

For further information, please visit www.qatarairways.com

World's 5-star airline. qatarairways.com

Lagodan (Pvt) Limited, 282, Colombo Road, Boralessgamuwa.

