

VACANCIES IN DUBAI



Age : 21- 34 years
Language Ability : Fluency in English
Experience : 2-3 years year's experience in a similar capacity. Preference would be given to Candidates with sales experience in insurance/ banking/personal loans/ medical reps. / investments.

| Category | Qty | Salary (AED) |
|---|-----|--|
| Sales Executives (Credit Cards & Loans) | 25 | Basic Salary 2,500/= + Allowance 1,500/= |

Call over with the below: (AED 1= Rs. 31/=)

- 02 sets of Comprehensive CVs & Original Passport with copy.
- 04 passport size photos with white background.
- Certificates with previous experience.

Service Terms & Conditions:

- Duration of Contract** : 2 years
- Medical Facilities** : Insurance Provided.
- Air Passage** : Free Air line ticket from Sri Lanka to the site of employment & return after completion of contract
- Leave & Leave Passage** : 30 days leave provided with air ticket allowance of 2000 (AED) after completion of 1 year of service & air passage to and from Dubai/Colombo.
- Other Terms & Con.** : All other terms & conditions will be in accordance to the UAE Labour Law
- Recruitment Charges** : Rs. 17,815.00 only

Walk In Interviews would be held on 09th February

2011 at Ramada Hotel Colombo (former Holiday Inn) from 9.00 am to 5.00 pm

For further information Call 077 600 7000 / 077 315 9012

Apply online: www.topjobs.lk/fortuna

Fortuna Enterprises (Pvt) Ltd
 No:96, Fortuna Arcade, Lewis Place, Poruthota Road Ettukkala, Negombo, (opp Browns Beach Hotel)
 Tel : 0317 500 700/701 Fax : 0317 500 720 Web: www.fortunalanka.com
 E-mail : careers@fortunalanka.com Labour Licence no. 079

Manager Finance & Administration

The Neelan Tiruchelvam Trust (NTT) - a Sri Lankan grant-making organization promoting a just, equitable and peaceful society. It is presently looking for a qualified professional to fill in the above vacancy.

Working together with the Executive Director and the Finance and Investment Committee, the Manager Finance & Administration will be responsible for the overall financial management and administrative operations of the Trust.

Key Responsibilities would include:

- Oversight of the Finance function (financial planning & control, accounting, reporting and treasury management)
- Management of Project finances Management of donor funds in accordance with donor agreements
- Oversight of all administrative functions (logistics, procurement, maintenance, premises management and IT related functionalities)

Applications are invited from those who share the vision and objectives of the NTT and who possess the following minimum requirements:

Educational Qualifications

- Member of ICASL/ CIMA(UK)/ or ACCA (UK) with 3 - 4 years post qualifying experience in a similar capacity preferably in the 'not for profit' sector,

OR

- Intermediate Level qualification of the ICASL/ CIMA (UK)/ ACCA (UK) or equivalent accounting/finance qualification with 08 year's post-qualifying experience in a similar capacity preferably in the 'not for profit' sector

Skills and Experience

- Thorough knowledge of Fund Accounting principles and accounting experience in preparing statements of expenditure to be sent to donors
- Knowledge of investment management will be a definite advantage
- Good management, organizational and planning skills
- Good IT/Systems knowledge with working knowledge of accounting packages preferably QuickBooks will be a definite advantage
- Good writing and oral communication skills in English
- Ability to read/ write in Sinhala/Tamil will be an added advantage
- Willingness to travel to any part of Sri Lanka
- A team player with a positive attitude and able to work independently

Salary -Negotiable and will correspond to the qualifications, skills and experience and be in the range of LKR. 52,000/- to LKR. 77,000/- per month.

Only short listed candidates will be contacted.

NTT is an equal opportunity employer.

Forward your application with a cover letter stating how you fit the selection criteria and contact details of two non-related referees by 5pm on February 15th 2011 to:

The Human Resources and Communications Manager
Neelan Tiruchelvam Trust
 16/6A Ward Place (Mohideen Terrace),
 Colombo 7.
 Electronic Applications: chandrika.lord@neelan.org
www.neelan.org



UNIVERSITY OF COLOMBO VACANCIES

The University of Colombo will entertain applications from suitably qualified persons for the following permanent Post up to 25th February 2011.

PERMANENT POSTS:

FACULTY OF ARTS

- Department of **Political Science & Public Policy**
 - Lecturer(Probationary)/Senior Lecturer Grade II/I

FACULTY OF EDUCATION

- Department of **Science & Technology Education**
 - Lecturer(Probationary)/Senior Lecturer Grade II/I

FACULTY OF MEDICINE

- Department of **Physiology**
 - Lecturer(Probationary)/Senior Lecturer Grade II/I

GENERAL ADMINISTRATION

- Department of **Physical Education**
 - Part-time Coaches /Instructors - (for Carrom(Men & Women), Swimming (Women), Volley Ball (Women))

TEMPORARY POSTS:

FACULTY OF ARTS

- English Language Teaching Unit (ELTU)
 - Temporary Lecturer

Application forms and relevant details can be obtained from the Deputy Registrar/Academic Establishments, 'College House', University of Colombo, Colombo 3 either by sending a self-addressed stamped envelope 23x10 cm in size or by personally calling over at the office of the Senior Asst. Registrar/Academic Establishments.

All applications should be sent under registered cover to reach the Deputy Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03 on or before 25.02.2011. The post applied for should be indicated on the top left-hand corner of the envelope.

Applications received after the closing date will not be considered.

Acting Registrar,
 94, Cumaratunga Munidasa Mawatha, Colombo 3.
 03 February 2011

Join the crew to take on the **World**

The Timex & Fergasam Group, is a leading manufacturer and exporter of Hi-fashion Garments to leading markets in EUROPE and USA. We are renowned for our meticulous Attention to detail, stringent quality and customer satisfaction catering to world class buyers Such as Next, Principals, Dorothy Perkins, Wallis, New York and co., Victoria Secrets and Marks & Spencer to name a few. The Group expansion operations in Sri Lanka and overseas has experienced unprecedented growth during the last 10 years. Our **Wathupitiwala** Lingerie Factory invites individuals with a sound intellect, profound inspiration and innovative flair to join the cream of the crop to take on the world .

Production Manager

- Degree /NDT qualification or Diploma from a recognized Institution.
- Ability to handle 8 - 10 production lines consisting of the latest high tech machinery, producing Knit & Woven.
- Should have a minimum of 5 years experience in a similar capacity.
- Preferred age between 30 - 40 years.
- Demonstrated leadership skills, manage multiple assignments and responsibility under tight deadlines.
- Should be able to monitor/adjust to new systems, methods and equipment.
- Excellent planning and organizing skills.

Planner

- Should possess a minimum of one years experience in merchandising with a Degree/NTD qualification or diploma from a recognized institute and be presently handling planning functions in a reputed Garment Factory.
- Should possess the knowledge of production , competent in English and Software applications.
- Should have a very good communication skills to maintain healthy relationships with all inter-related departments / factories of the company.
- Should be capable of monitoring all systems from cutting up to packing and shipment.
- Preferred age between 30-40.

Merchandiser

- Should have a Diploma in Merchandising from a recognized institute.
- 1 - 2 years experience in merchandising in a garment manufacturing environment.
- Ability to deal with overseas suppliers with very good negotiation skills.
- Methodological person with self initiatives and motivation to work with a team spirit.
- Organizing and numerical skills are of vital importance.
- Good command of English and Computer literacy.
- Relevant professional qualifications in the field are desirable.
- Should be in the age group of 25 to 35 years.

Work Study Executive / Officer

- Degree or Diploma from recognized Institutions (IMS & CITI) with a minimum of 3 years of practical experience in the garment industry.
- Knowledge of GSD is a must.
- Knowledge of Work Measurement, Method Improvement.
- Work place arrangement, Layout costing and method analysis is a must.
- Should be results oriented & self-motivated individual with good leadership qualities and good command of English.
- Must be computer literate.

Finance & Admin Executive

- Should visit and ensure proper coordination with all factories.
- Minimum of 3 years experience and administration in large manufacturing units.
- Should possess Business Administration degree or full/part qualified accountant or an Engineer (Electrical or Structural Engineering) with part ICA/CIMA/ACCA and NDT qualifications.
- Should be a peoples person.
- Should be below 35 years of age.

Human Resources Executive

- Degree/Diploma in HRM from a recognized Institution
- Minimum 03 years working knowledge in HR Processes& Procedures
- Exposure in Apparel manufacturing environment will be definite advantage
- Able to work hard & smart
- Pleasant, Happy & carry a positive frame of mind at all times.
- Good communication skills in English.
- Honest, Loyal & Sincere.

Maintenance Executive

- Diploma/Certificate in the relevant field
- Minimum 3 years experience in Hi Fashion Garments.
- Good communication skills
- Should possess a good knowledge of computerized industrial machines
- Experience in handling / repairing electric & electronic items including boilers, air conditioners, generators, fusing machines, cutting machines etc

Quality Executive

- Should have minimum of 03 years experience in the Apparel industry
- Very good technical knowledge of fabric and garment manufacturing.
- Conversant in AQL Standards, thorough knowledge of entire QC process from pattern to finish garments.
- Ability to initiate and develop procedures to improve quality of products.
- Through knowledge in quality system 7.0, traffic light system.
- Good communication skills in English and a self motivated team player.

Packing Executive

- Should be an excellent motivator, team leader and a methodical individual with proactive approach.
- Minimum of 3 years of working experience in the garment industry. (Preferably in lingerie)
- Should be computer literate.
- Preferred age below 40 years.

Stores Executive

- Must have relevant professional qualifications with minimum of 2 years experience in the garment industry.
- Should possess thorough knowledge in stores, accounting methods and practices.
- Should have a good knowledge of material receiving, inspection and stock levels.
- Should possess the ability to work with tight deadlines with minimum supervision.
- Preferred age between 25-35 years.

The individuals will also need to combine excellent team management, leadership & motivational talents coupled with strong interpersonal skills.

Salary for above positions are attractive and well above industry standards. Please post/ e-mail or fax your curriculum vitae with the contact telephone number and two non-related references indicating the post applied for on the top left corner of the envelope within 7 days to:

Manager - Group Human Resources

Timex Garments (Pvt) Limited



No: 455/1, Baudhaloka Mawatha
 Colombo - 08. Fax: 4728258



Online applications are preferred via; www.topjobs.lk/timex

opportunities@timexsl.com

WANTED GRAPHIC DESIGNER

With Following Capabilities

- Advanced photography
- Optimize images for web with Photoshop.
- Basic HTML
- Web research
- Good English

Vacancy in Koggala and residents of the area preferred. Candidate should be well organized and reliable. Send CV with Contact Telephone Number by Email to:

htckoggala@yahoo.com or
 Fax to 0912282766

Wanted - Estate Managing Agent

Proposals are invited from interested and experienced firms for services as Managing Agent for a leading privately owned tea estate in the South of about 300 acres with a factory, processing both estate and bought leaf. The successful applicant would be expected to manage the affairs of the estate for the owners including but not limited to directing agricultural, capital expenditure, manufacturing and bought leaf operations as well as handling head office accounts and finances.

Interested parties should send their proposals to the address below within 7 days including experience, key management personnel with their CV's, expected remuneration structure and contact details of reference clients.

STM 502
 P.O. Box 644
 Colombo

Vacancy Counsellor

- A degree holder from a recognized university with minimum one year experience in placement of students in foreign universities/colleges or one with 03 years experience.
- Fluent in all three languages.
- Within the age group of 25 to 35.
- Salary negotiable

Travel Executive

- Minimum O/L
- At least 2 years experience and ability to handle all operations
- Fluent in all three languages
- Within the age group of 25 to 40
- Salary negotiable

ROTEC

RISHSI Overseas Travel & Education Centre
 Tel: 94112589277 / 94112589179
 Fax: 94112589166
 Email: rotec@sltnet.lk / rotectravel@sltnet.lk

Email or fax your resume within a week

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