

**Vacancies**

In a leading Private Institution

**Accounts Assistants**

Requirements: A/Levels with a good knowledge of English, Computer Literacy and a pleasing personality. Age 18-25.

- Should be prepared to work on **Saturdays** and **Sundays** and **three** other afternoons on **week days**.

An excellent remuneration package is on offer. Preference will be given to the applicants who live within a radius of 10 kilometers. Send **hand written applications** with contact telephone numbers within seven days of this advertisement to:



Director of Studies  
INSTITUTE OF ENGLISH  
2/81, High Level Road,  
Maharagama.

**Vacancies**

In a leading Private Institution

**Security Guards (Male)**

- Requirements: **GCE O/L Levels** with a satisfactory knowledge of English. Past experience and good references required.

Age under 60 years

- An excellent remuneration package is on offer. Preference will be given to the applicants who live within a radius of 15 kilometers. Send **hand written applications** with contact telephone numbers within seven days of this advertisement to:



Director of Studies  
INSTITUTE OF ENGLISH  
2/81, High Level Road,  
Maharagama.

The New Uthayan Publications (Pvt) Ltd, Jaffna requires Machine Minders with the following qualifications who can stay in Jaffna and work. Accommodation will be provided if needed.

01. Able to work in double colour Machine.
02. Should have at least 03 years experience.
03. Salary negotiable.

Interested candidates are requested to apply to the following Address:-

General Manager  
**Uthayan Publications**  
361, Kasthuriar Road, Jaffna.  
Group Finance Manager,  
03, Eswary Road, Wellawatte,  
Colombo - 06

**WANTED**

## Are You The Right Person To Handover OUR KEY



The Sri Lanka Chamber of Pharmaceutical Industry (SLCPI) consisting of 60 Member Organizations as at today was established in 1999 as the accredited representative of the Sri Lanka Pharmaceutical Industry. It is the credible voice of the industry promoting the concept of ethical promotion to ensure access of information by the Health Professionals with sole objective of patient benefit. We endorse that the freedom to choose is a fundamental right guaranteed to all citizens of Sri Lanka by our Nation's Constitution, a right that should be extended to the peoples' choice in pharmaceuticals as well. We are looking for a qualified and experienced person, preferably in Regulatory Medical entity who can support the Chamber in achieving the above objectives.

### SECRETARY GENERAL SRI LANKA CHAMBER OF THE PHARMACEUTICAL INDUSTRY

**KEY RESPONSIBILITIES :**

- To develop strategies and action plans to give effect to the strategic direction of SLCPI.
- To articulate views of the Chamber to the Government and the relevant entities in the resolution in fulfilling the Chamber Members' needs.
- To plan and organize various interactive sessions including CSR initiatives in the Chamber.
- To assist Chamber Members in safeguarding its interest and to support them in the execution of routing operations.
- To perform the role of facilitator to coordinate and reach a consensus related to the activities of the Chamber.

**JOB REQUIREMENTS :**

The person we are looking for should possess a University Degree, preferably a Medical qualification with experience in the Health Sector or hands-on experience at administrator level in the Health Sector (Pharmaceutical regulatory aspects would be an added qualification) or a retired senior SLAS Officer or a retired Military Officer with over 10 years experience inherited with high proficiency level of negotiation skills.

Reporting directly to the President - Sri Lanka Chamber of Pharmaceutical Industry, the position will carry an attractive remuneration package that is on offer for the right candidate. Please email your resume to [as@indoscan.lk](mailto:as@indoscan.lk) or to the postal address shown below within 7 days of this advertisement.

**Ananda Samarasinghe - President**  
Sri Lanka Chamber of Pharmaceutical Industry  
No. 441/2, Kotte Road, Rajagiriya.

A world  
**Of**  
ppportunity  
awaits  
you...

At one of the fastest growing  
advertising agencies in Sri Lanka.

**Sr. Visualizers  
(Male / Female)**

Pre-requisites for the right candidate:

- Must be proficient with Adobe Illustrator and Photoshop. Knowledge of any other software will be an added advantage
- Should be a highly motivated and team player
- Should be able to understand English and Sinhalese
- Must have at least 3yrs. experience in a reputed advertising agency

**Secretary to Chairman  
(Male / Female)**

Pre-requisites for the right candidate:

- Should have good communication skills in English and Sinhalese. Tamil would be an added advantage
- Must be proficient with Microsoft Excel, Word and Power Point
- Should be adept with internet surfing
- Should possess exceptional skills in Short Hand
- Must have the willingness to travel in and outside the country
- Understanding the legal business will be an added advantage
- Must have at least 5yrs. experience in the similar field

**Receptionist**

Pre-requisites for the right candidate:

- Should have a good personality
- Must answer each call and direct them to the right person
- Should greet every visitor entering the office courteously
- Must possess excellent communication skills
- Should extend support in handling general administrative and clerical jobs
- Must receive and sort mail deliveries
- Should have at least 3yrs. experience

Interested candidates may e-mail  
your resume to

[careers.sril@gmail.com](mailto:careers.sril@gmail.com)

or send it to

**P.O. BOX 2060, Colombo**  
with details of 2 non-related  
references with 7 days from now.  
Remuneration will be at par with  
the industry standards.

**Fluency:  
Leading ...**

**Contd. from pg 1**  
Fluency is the skill set of understanding and being understood past apparent borders. To know one's constituents and address their needs effectively, 21st century leaders must practice and hone their fluency skills.

Over the past few years, I've talked to many fluent leaders: opinion shapers, thought leaders in business and communities, artists, teachers, media creatives, all who understand that their ultimate success depends on how deeply and quickly they can identify common ground and transcend boundaries between their constituents. Fluent leaders are servant leaders who willingly assume the place of liaison, the diplomatic negotiator, the arbiter of compromise.

What are some of the qualities of a fluent leader? They understand the value of nuance. They readily deal with complexity, knowing that solutions to real problems require many levels of information and analysis. Every one of the fluent leaders I've interviewed is also insatiably curious. They are lifelong learners who have honed their vision and their life's purpose through constant exposure to different experiences.

Perhaps most importantly, these leaders also understand that the practice of fluency is not a Pollyanna-esque, naive vision of the world, where a handshake, a kind word, or a dabble into a diversity program will suffice. It is quite the opposite. Fluency work is hard "detail" work that requires courage. To be a fluent leader means having some enemies, crossing boundaries, and entering into the necessary struggles to challenge leaders and systems that benefit from close-mindedness, fear, and simple formulae.

[hrmguide.com](http://hrmguide.com)

A household  
name in over  
90 countries



**Dilmah**  
THE SINGLE ORIGIN TEA  
100% PURE CEYLON

Flagship of fine  
Ceylon tea

The MJF Group is a vertically integrated business in the tea industry with growing, manufacturing, branding & marketing of tea as its focus. The Group's investments cover every aspect of the industry, making it a major international player. The Group markets its teas under the Dilmah Brand. We now wish to recruit a high calibre individual to join Sri Lanka's leading international brand as:

**MANAGER OPERATIONS**

The ideal candidate would possess strong operations management skills with the ability to co-ordinate manufacturing programs for our globally renowned brand of tea. He/she should be around 35 years of age with a Degree in Production Engineering as well as a professional qualification from the Chartered Institute of Management Accountants (CIMA-UK). Previous work experience of 8 - 10 years in factory operations at a reputed manufacturing organization with exposure to an ERP System is essential.

Analytical ability, excellent communication and presentation skills as well as the ability to interact positively with personnel from other departments are necessary for this position. Those candidates who have been a member of a computerization or process re-engineering team and have had exposure to computerized production planning would be at an advantage. **An attractive remuneration package and a well defined career path is on offer for the selected candidate.**

Please forward your detailed CV to the address below indicating the position applied for on the top left of the envelope. Email applications are encouraged to [hrd@dilmahtea.com](mailto:hrd@dilmahtea.com). The closing date for applications is **07th March 2011**.

**Head of Human Resources, MJF Holdings Ltd.** 111 Negombo Road, Peliyagoda, Sri Lanka  
While we value every application, for practical reasons we can only communicate with short-listed applicants.



Business ethics  
and social  
responsibility



Vertically  
integrated, from  
the tea bush  
to your cup



State of the art  
manufacturing  
facilities