



We are a leading and Excellent Grade Multi-disciplined including Oil & Gas Contracting Company in Sultanate of Oman with more than 15,000 workforces and more than US\$ 350 Million Annual Turnover...

Asst Commercial Manager / Senior Quantity Surveyor - 02
Responsibilities: Should be able to manage a team of Quantity Surveyors to achieve the objectives of the contract/project; Advice on contentious issues; Drafting correspondence; Advice on contract, rights and obligations; Preparation and analysis of contractual claims and Negotiation of claims.
Minimum Qualifications: Candidates must be Chartered Quantity Surveyor, ideally be MRICS/MCIOB or similarly qualified.
Experience: He must have minimum of 15 years construction knowledge to be able to handle sub-contractors, claims, extension of time etc. Middle East experience is preferable. Should have good understanding of various forms of contract i.e. FIDIC and JCT. Experience in off shore oil and gas project is advantageous

Head of Logistics - 01
Responsibilities: Provision of Logistics Services, Material Planning, Sourcing & Inventory Management, Transportation, Warehouse Management; maintaining the quality, audit ability & governance of the logistics processes.
Minimum Qualifications: Bachelors Degree in Engineering, Operations Management or Business Administration. Experience in ERP/SAP for sourcing activities and Membership of Internationally accepted professional institute will be advantageous.
Experience: Minimum of 16 years experience in contracting & sourcing with at least 5 years in a senior position preferably in an oil & gas company in and around Middle East.

Lead Project Control & Planning Engineers - 03
Responsibilities: Provision of overall cost & planning services for the Contract and provision of qualified planning engineers, planners/schedulers; Managing the Project control & planning processes ensuring consistency, quality across engineering, construction, commissioning & maintenance; Overall planning integration and project quality control.
Minimum Qualifications: Engineering Degree or HND in Engineering or an equivalent qualification with a membership of an internationally accepted & relevant professional institute.
Experience: Minimum of 10 year post-qualifying experience with proven emphasis on oil and gas engineering, construction and maintenance activities including a minimum of five years experience in Primavera p3e and SAP.

Cost Engineers - 04
Responsibilities: Provision of Cost Engineering services for Projects and/or Maintenance Service of to achieve their approved Cost Estimates; Assurance process of consistent Cost Estimates; Building transparent, structured and shared database with Norms and costs; Building Direct cost estimates with Activity Allowance, either being the target Cost Estimate or Cost Containment Estimate for the Execution phase; Engineering & Design and reviewing the Control Cost Estimate.
Minimum Qualifications: Degree/Diploma in Technical Engineering discipline. Certified as Cost Engineer by a recognized Cost Engineering Council.
Experience: Minimum 8 years experience in Cost Engineering including minimum of 5 years experience in the Oil & Gas industry. Fully conversant with International Design Construction Standards for the Oil & gas industry.

Material Sourcing Specialists -03
Responsibilities: Responsible for providing technical expertise in all sourcing activities and for reviewing technical documentations/submissions prior to release of technical enquiry.
 Responsible for technical evaluating technical submissions from Vendors and highlight Non-conformance; coordination with respective technical discipline of all technical aspects for all externally sourced materials
Minimum Qualifications: Bachelors Degree in engineering; preferable in mechanical with a working knowledge of instrumentation and electrical discipline. Membership of a relevant professional institute will be a plus.
Experience: Minimum of 15 years experience in material planning and specifications preferably in an oil and gas company with the Knowledge in MESCC codes & standards, DEP / Company Standards, International codes & standards etc.,

Project Control and Planning Engineers - 03
Responsibilities: Provide cost & planning services in support of engineering, construction, commissioning, start-up and maintenance activities.
 Develop in conjunction with project engineers, design engineers, construction & maintenance engineers, and activity plan for projects, construction services, and CSU activities
Minimum Qualifications: HND or Bachelor of Engineering from a recognized University.
Experience: Minimum 5 years experience with project control and planning, primavera p3e and SAP on oil and gas engineering, construction, CSU and maintenance activities.

Land Surveyors - 02
Minimum Qualifications: B.Sc. or holder of licence for the Land Surveying.
Experience: Minimum of 5 years experience in the same field.

Sourcing Officers - 04
Responsibilities: Responsible for placing both technical and commercial request for Quotations (RFQ) for the contractor specific scope, including coordination of technical reviews, conduct price comparisons and recommend awards.
 Responsible for creation of all non-automated Purchase Orders; PO maintenance including updating of delivery status; expediting activities from the purchase order placement to material delivery at a point of final delivery; coordinating unplanned/rush material deliveries; identifying, diagnosing and maintenance activities of all Automated Purchase Order post creation activities;
 Streaming automation daily error report and act on the recommended action.
Minimum Qualifications: HND or Bachelor's degree in Engineering, Operations Management or Economics from a recognized University or an institute.
Experience: Minimum of 5 years experience in Material Sourcing.

Material Controllers - 04
Responsibilities: Own of project materials, ensuring that all the project materials are procured on time and delivered to site, meeting the construction schedule; Provide report to the project engineer on status of procurement /delivery (material tracking sheets for individual projects); Coordinate with project engineers, design consultant and procurement department to ensure timely availability of materials.
 Participate in material review with project engineers, buyer, vendors and contractors; Update and verify the contractor material shortage list through material coordinator; obtain and collate SPIRS from vendors & liaise with UEC/41 to ensure input into system; fully utilize surplus materials and stock items to maximize cost saving
Minimum Qualifications: Diploma or HNC in an Engineering Discipline
Experience: Minimum 5 years experience in engineering discipline preferable in production. Proficiency in the use of PC's and data management software is an added qualification.

Material Coordinators - 04
Responsibilities: Provide first point of call for all material related issues.
 Provide end user support with regards to material availability including advise on alternative material availability; Utilization of surplus materials; Prepare & track materials requisitions on-line; tracking outstanding materials / POs using SAP.
Minimum Qualifications: HND or a bachelor's degree in Engineering, preferably in mechanical engineering with the working knowledge of instrumentation and electrical discipline.
Experience: Minimum of 5 years experience in material expediting and/or purchasing departments.

Salary for all positions: Negotiable. (will not be less than the minimum stipulated by the Sri Lanka Bureau of Foreign Employment) However, an attractive salary including freeup/down air tickets for self and family, furnished family accommodation, company medical and company maintained vehicle will be offered to the right candidates. Two year contract and 8 hours working per day. Food included in the salary.

Government approval charges - Rs. 11,652 only.
 Please mail type-written application (with 4 recent passport size photographs, full CV indicating career history with qualifications and experience certificate with contact telephone numbers to "Sarathi (Pvt) Limited, No. 50, Hyde Park Corner, Colombo (Telephone Nos. 2325284 / 2435539), with a copy to the e-mail in Oman: qs@alturki.com.

SARATHI (PRIVATE) LIMITED
 50, HYDE PARK CORNER, COLOMBO 02.
 E-mail - sarathilt@eureka.lk

Motivation for the long run

The way managers push their employees focus on the achievements of general targets/Objectives could be identified as motivation.



Ranjan Saheed

The unique feature of motivation is to encourage the staff and employees towards the general targets/objectives based on their professional background. The chief could motivate his fellow members based on his professional experiences and his talents.
 The powers would be given for motivation from the top management of the organization. The managers would be given the powers for motivation their subordinates.
 Many management scholars have defined motivation at different contexts. All these definitions pretend that motivation is encouraging. Motivation would develop the internal side of the employee's mentality and encourage

them.
 It is understood that motivation is an achievement that after the fulfillment of employees needs, wants and desires and develop a suitable moral to enhance the targets finally.
 Motivation causes to satisfy the needs and wants plus targets. Though motivation means employees satisfaction it has a vast difference in between the motivation and employee satisfaction. Motivation has a link with the future expectation.
 There is a difference in between the motivation and satisfaction practically. Many employees have motivation appetites. But many have low satisfaction on their employments. So that we could see there is a clear difference in between the motivation and satisfaction. The motivator is the person who motivates.

How Could be Motivated
 Various types of activities would be enhanced to effect for a person's behavior. Motivation activities would be affected to achieve targets.
Needs → Operations → Targets
 Motivation has been operated in the past punishment systems were a recognized motivation system in the past. People were motivated by punishing to achieve targets. Through punishment system was applied as a motivator in the past it is not recognized in the modern world. Motivation has a tendency focus on humanities.
X and Y
 Douglas MC. Grager introduced this theory. He introduced this as X and Y theory. According to the X theory the workforce is concerned as negative. There they need to be pressed and motivate to get things done. HR

force is concerned on "Y" group whom are very positive and having perseverance and ego drive qualities. When the working environment is created for these employees they would discharge their duties very efficiently.
 During our olden kings period the employees were managed according to "Y" theory by providing all sorts of comforts and major facilities. During king Dhutugamuni's period the employees discharged their duties on "Y" system. Employees were treated at positive manner, so that the modern management focuses on "Y" system in managing the staff and employees for business development.
Competition among the employees to increase motivation
 Competition among the employees would be held to motivate the HR. There should be a speciality in conducting competition among the HR.

Steps to Review Your Office Systems

Running an efficient business is all about continuously improving and 'tweaking' your office management systems so that they grow with your business and not hinder your business.
 But why do you need efficient office systems in place? Here are some answers!
 ■ To quickly and easily find important contact information.
 ■ To be able to respond to client's requests straightaway.
 ■ So that you can immediately submit a proposal.
 ■ To keep track of your business.
 ■ To be able to follow-up with clients and contacts.
 ■ So that you can stay on track with your projects.
 ■ To monitor your latest marketing campaign. Sometimes though problems don't become apparent with your office systems

until you actually start using them - and then you may find out that they're not working in the way that you'd hoped.
 So what can you do about it?
Step #1 Look at where the problems are.
 Are you constantly searching around looking for an email address? Or cannot tell at a glance if your project is on track? Or you don't know your cashflow situation?
Step #2 Analyse what percentage of your time is being spent on administrative tasks.
 Keep a diary for a week of how you are spending your time. At the end of the week look it over and see what percentage of your time is being spent on these jobs. Could this time be better spent on income-generating activities? Or market research?



Step #3 Compile a list of all non-income generating tasks that you currently do.
 Could some of these be delegated? Would it help if you took on an assistant?
 Once you have followed these 3 steps you should have a good idea of where your time is being spent, what your biggest time drains are, and where you can make improvements. You will be well on your way to deciding if you need to partner with a Virtual Assistant and will be able to see exactly where you need the support.
 -traceylawton.com

Special Needs Educator & Caregiver

An expat family relocating to Sri Lanka, seeks the services of a qualified, experienced, English speaking special needs teacher to provide home-schooling for their son, aged 8.

Job Description:
 The right candidate will possess a teaching degree in special education from an accredited institution and/or a minimum three years experience in a special needs classroom as teacher, assistant teacher or educational assistant within an accredited school.

- Fluency in English is a must.
- Roles & Responsibilities:**
- Primary responsibility will be home schooling an 8 year old special needs child, Monday through Friday from 9 AM to 3 PM based on a set curriculum following the IB/PYP model as advised by his home country school.
 - Responsibilities will also include incorporating basic hydrotherapy, basic physiotherapy, basic occupational and speech therapy, into his curriculum.
 - Providing assistance with his day-to-day living skills (e.g. brush teeth, bathing, eating/drinking, toilet training, etc.)
 - Educational visits and leading a play group with 2-3 other special needs children will also be required to enhance social interaction.
 - A sensory room will be provided for sensory integration stimulation.
 - Liaise with home country educators from time-to-time by e-mail/Skype to obtain feedback on the child's educational targets, goals and other related issues.
 - Other responsibilities may include organizing and conducting after school hours activities with his siblings (e.g. art, music, games, etc.) in order to enhance family interaction (a maximum of two hours).
 - Ability to swim and a basic knowledge of first aid will be an asset.
 - Some travel with family will be required.

Salary
 \$23,000 to \$30,000 USD per annum based on experience.

Term of Contract
 Two years commencing August 2011 - Terms negotiable.

Free boarding and food provided. Return airfare provided for entry into and exit out of the country for non-local candidates. The applicant will be responsible for all other personal, travel expenses incurred during the contract. Paid holidays provided over Christmas and summer breaks when school is not in session.

Interested applicants are requested to submit their resume/CV including references, via e-mail to iriszymanaka@yahoo.com / samanmali_chandrasiri@bat.com.

Further details can be obtained by contacting Iris on +852 9106 2101 or Samanmali on 0773954337.