

Team up with Union Bank

www.unionb.com



VACANCIES

Union Bank of Colombo PLC is Sri Lanka's most promising and rapidly developing private commercial bank, which is aspiring to be the preferred choice for the Small and Medium Enterprises and Personal Customer Sectors. The Bank's recent Initial Public Offering was oversubscribed by 345 times approximately clearly demonstrating the high level of public interest and perception of the Bank's potential to become a Financial Powerhouse through rapid network expansion and new products.

The Bank's Legal Division has the following vacancies for dynamic, enthusiastic and results oriented individuals.

LEGAL OFFICERS

Candidates should be Attorneys-at-Law with notarial licenses to practice in Colombo, with at least 5 years overall experience and a proven track record, preferably with experience in a bank or financial institution. Knowledge in conveyancing and litigation (recoveries) is essential.

The successful candidates who should be able to work independently, would form part of a team of Legal Officers responsible for executing the legal work of the Bank including preparation of title reports, mortgage bonds, lease agreements, legal advisory work, Court appearances and all other related responsibilities of a Legal Officer of a Bank.

Preferred age – below 40 years.

NOTARIAL CLERKS

Notarial Clerk – Northern Province
Notarial Clerk – Western Province

The preferred candidates should be males, engaged in a similar capacity in a registered legal firm or practicing Attorney at Law and should be competent in carrying out work related to title searches, registration of mortgage bonds and all other allied work at Land Registries.

Preferred age – Around 35 years.

However in the case of applicants for the vacancy in the Northern Province, the Bank is prepared to be flexible on the age limit.

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;

Chief Operating Officer,
Union Bank of Colombo PLC,
15A, Alfred Place, Colombo 03.
Email : jobs@unionb.com

STAFF VACANCIES COLOMBO & TRINCOMALEE

FRONT OFFICE COORDINATOR

Ability to speak in all 3 languages
Manage Marketing Promotions and be "Self-Organised"
Excellent knowledge of Scheduling, Filing and Basic finances

COMPUTER SPECIALIST

A jack-of-all and a master of a few areas in IT such as; Graphic Designing, Maintenance of computers, Network etc

Those with no work experience but have excellent academic track record could also apply as trainees.

If you are the right person
Please send your CV within 15 days to

MANAGER HR,
EUROPEAN COLLEGE
Colombo City Campus
7 Rajaguru Sri Subuthi Mawatha,
Colombo 06.
europeancollege@gmail.com

Only those with
impeccable
command of English
will be selected

VACANCIES IN BUILDING MAINTENANCE

Regent Plaza Pvt Ltd has developed and controls 650,000 square feet of commercial residential and industrial real estate in the fastest growing sector of the Sri Lankan economy.

We are looking for experienced and qualified individuals for following positions,

Building Maintenance Engineer

- B.Sc (Engineering)/ NDT with minimum 5 years experience
- Experience in overall building maintenance and management
- Experience in project and contract management
- Ability to lead a team of technicians and contractors
- Positive character and good team player

Trainee Maintenance Engineer

- B.Sc (Engineering)/ NDT (Civil/Machanical) / NDES NST
- 1-2 years experience would be added advantage
- Willingness to learn, positive character and good team player
- Ability to lead a team of technicians and contractors

Please send in your CV with contact details and names of two non-related referees, to reach us within 10 days of this advertisement to,

Manager - Properties
Regent Plaza Pvt Ltd
385, Galle Road
Colombo 3

rpl@favouritegroup.com

www.favouritegroup.com

Are You — or Someone You Know — a Workaholic?

Does this scenario sound familiar to you? You love your work and are responsible for multiple projects and tasks that continue to be assigned to you or your group. You actually thrive on the multiple deadline pressures. Or perhaps you hold multiple jobs or own your own business. Your work hours are long, your at-home hours short, and your sleep hours few. Vacations and social visits with friends are a distant memory. Your only hobby is your job.

It's pretty likely that you -- or someone you know -- is a workaholic. Workaholics live for their work, often spending many extra hours at work, and often taking work home to complete. Americans -- when compared to many other countries -- are typically a work-hard culture, but when work becomes the sole reason for a person's existence above more important things (such as family and friends), the issue becomes critical.

Part of the matter is societal. Americans are working more hours per week than in years past, and with all the downsizings and consolidations and lack of replacement hirings, more and more workers are putting in extra hours to complete the work previously completed by others. Some studies show that as much as many as 40 percent of workers don't even bother to take vacations, partly because of fears they may not have a job to come back to if they do.

Part of the matter is technological. We live and work in a connected environment -- e-mails, instant messaging, fax machines, cell phones, and digital assistants -- making it hard for workers to truly get time away from their work.

Part of the matter is financial. Whether it is how more and



more of us mistakenly define success in terms of financial and materialistic measures or the fact that many Americans simply must work multiple jobs simply to earn a living wage and keep their families out of poverty, we are working more and more for the financial outcomes.

Regardless of the reasons, workaholicism can be a serious condition that can lead to the decline and destruction of families, as well as to serious stress-related health problems. When work becomes the sole reason for being -- when it becomes the only thing we think about, the only thing that truly makes us happy -- then it is time for some sort of intervention. And do not confuse hard work for workaholicism. Hard workers know the boundaries between work and personal times and can function normally when not at work, while workaholics have no personal times and cannot function well outside of work.

So, are you -- or more likely someone you know since a workaholic probably would not take the time to read this article -- a workaholic?

quintcareers.com

Start planning for tomorrow before you quit work today

If you wait until the beginning of your work day to think about organization, you're already probably facing disorganization. Get some hints here how you can be proactive instead of reactive about staying organized.

Preplanning Next Day's Work

Start your new approach to getting organized by keeping a small legal pad-5" x 7" is a handy size-and a pen or pencil next to the monitor. Head the top of the sheet with the next day, in other words, sitting by my monitor is a pad with the next day, for example, "Friday," written at the top. When a task that needs to be done the next day occurs to you, jot it down.

The reason for using a pad and pen instead of some kind of electronic memo keeper is ease of access. Human behavior dictates that the more trouble to do something is, the less likely it will be done. Grabbing a pen or pencil to make a note is less trouble than stopping something productive you were doing in order to open some other program, enter the task, save it, close it, and get back to work.

Another reason for using a manual method is it is quite possible you will think of something else that should be done the next day after the computer is turned off. When you are ready to quit for the day, go through the list. Any tasks that are no longer required cross them off. Then number the remaining items in priority order, 1, 2, 3, and so forth.

Using Planning Software Effectively

The above home office organization step does not mean that one abandons electronic resources. Microsoft Outlook includes several features that help with organizing work flow. Other email software may do the same. In Outlook, clicking on the "Tasks" link opens a window listing current tasks with a box to enter new tasks. Use this feature for things that need to happen at some point in the near future.

The "To-Do Bar" can be kept open on Outlook to display more details about individual



near term tasks. Another Outlook feature that will keep you on track with your organizational plan is the Calendar. Use this to enter not just appointments, but simple reminders, such as "Run backup software at 5:00 PM every Friday." These kinds of reminders are different from true work task lists. Setting the recurrent frequency in this example to be weekly starting with the coming Friday will instantly set up reminders that will pop up on your screen.

While most decent backup software includes and automatic scheduling option, the disadvantage to using it is that there may come times when you really do not want to run a backup at the scheduled time. By using the Calendar option, you can choose to postpone the reminder to a future time.

This example of maximizing the use of scheduling options represents one of the cardinal points of organization. Everything like this that can be done once and takes care of future actions is better than having to think of regularly recurring tasks and set up reminders every time. It also means that you do not have to waste time thinking about this kind of thing at random times, which often will interrupt something more productive.

Organizing Materials Needed Tomorrow Today

Another good approach to home office organization also can take place at the close of day. If space permits, get a desk accessory called an Incline File.

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SRI LANKA AIR FORCE OFFICER VACANCIES CHIEF LEGAL OFFICER



Applications are invited for the post of Chief Legal Officer (Male) in the Regular / Volunteer Force of the Sri Lanka Air Force

PROFESSIONAL QUALIFICATIONS

- * Attorney at Law with active legal practice for a period not less than 15 years.
- * The selected candidate will be commissioned in the Regular or Volunteer Force of the Sri Lanka Air Force in the rank of **Group Captain or Air Commodore** in keeping with his qualifications and experience.

OTHER REQUIREMENTS

- * Nationality : Must be a citizen of Sri Lanka.
- * Civil Status : Married / Unmarried
- * Age : Not more than 45 years as at 15th May 2011
- * Height : 5' 5" and above
- * Chest: Minimum 32"
- * Visual Acuity : Left eye 6/6 and right eye 6/6 (With or without spectacles)

* Any candidate who may have special qualifications may at the discretion of the Commander of the Air Force be considered, even though he may not have the requisite height, provided he possesses the requisite professional qualifications.

* Gross pay including allowances will be approximately Rs. 49,000/- for Group Captain and Rs. 51,000/- for Air Commodore rank. Food, accommodation, uniforms, transport and medical facilities are provided free. For married individuals, an allowance of approximately Rs. 14,500/- is paid in lieu of food and accommodation.

SPECIMEN APPLICATION

- * Full name (As per National Identity Card):
- * Post applied:
- * Permanent address:
- * Nearest Police Station to permanent address:
- * Present postal address:
- * Telephone number:
- * Date of birth:
- * Height:
- * Professional qualifications:
- * Work experiences (Organization, duration & job description)
- * Achievements in sports / extra curricular activities:
- * Other achievements of note

I hereby certify and declare that the details furnished above are true and correct to the best of my knowledge.

Date.....

.....

Signature of Applicant

* For further details see Government Gazette Number 1701 of 08 April 2011 and www.documents.gov.lk.

* The envelop should be marked "APPLICATION FOR THE POST OF CHIEF LEGAL OFFICER" on the top left corner. Applications should be forwarded under registered cover to reach "CHIEF RECRUITING OFFICER, SRI LANKA AIR FORCE, EKALA, KOTUGODA" on or before 1200 noon on 15 April 2011.

Web site: http://www.airforce.lk