

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 succession 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?

Building some depth in your talent pool is good insurance. Often it is better to have a surplus of talent and lose people due to lack of opportunity rather than have people suffer because of overwork,



stress and uncertainty caused by too few resources. Do you have development plans to bring people up to the level your business needs?

Employment Conditions

Are employment contracts and general conditions appropriate for any new people being sought? Do you need full time or part time people? Will you be able to attract full time people?

Flexible work arrangements often work well for all parties - make sure you have policies and procedures that allow you to do this.

Rewards

Can you attract new people with new skills? Has the market moved since you last took on new people? Will they integrate into existing salary structures? Do you need a blend of fixed and variable pay? Do you offer the right benefits? Young people are not particularly enthusiastic about superannuation but older people may be obsessed by it.

Recruitment

Do you have a recruitment process that includes a range of techniques for identifying the new skills and competencies required? Do you know where to look for people now that we're in a full employment market? Are all line managers skilled in recruiting? Do they "recruit" constantly, even when you may not have current vacancies?

Training and Development

If you are recruiting new people there will probably be a need to carry out some sort of training -

even if it is just induction training to give your new investment the best possible start. Have you looked at the possibility of developing your existing people for the new jobs?

Often we find unexpected talent in our own ranks - people who are waiting to be given an opportunity. On going growth of staff is necessary and part of this is planned training and development. They expect it and will seek it elsewhere if you don't provide it.

Defining the Jobs

Are jobs defined in terms of the results they are going to produce and how they are going to be measured?

This process will help you design your organization and avoid the mistake of continuing with positions just because you've always had them.

Defining what has to be done is part of it. Defining how is equally important. This is why you need to revisit the core competencies of the business and check that they are what you need for the future.

WANTED

CAD Draughtsman

Candidates should have completed the "Draughtsmanship" course conducted by Govt. Technical College or Recognized Institute. Experience not required.

PHOTO RETOUCHER/PHOTO EDITOR

Sound knowledge of Photo Shop CS3, and above experience not required.

e-mail: gamunu.isoft@gmail.com

VACANCIES

SALES REPRESENTATIVES

You should be below the age of 23 years and have minimum 2 years work experience in the FMCG sector. Also should have passed the G.C.E O/L examinations.

Attractive salaries await the right candidates.

Please send your CV with names and contact details of two non-related referees with the post applied for stated on the top left corner of the envelope or email to sales@oceans6.co

Director - Operations
Genesis Marketing Private Limited
No.33A, Melbourne Avenue
Colombo 4
Email : sales@oceans6.co



COME JOIN A LEADER IN BTL ADVERTISING

We are a leading Below-The-Line Ad Agency and merchandise manufacturer with a track record of over 35 years, specialized in the fields of Ad-Merchandise, Signage, Printing, Exhibitions, Events & Out-of-Home media.

MARKETING EXECUTIVES (Outbound Client Servicing Executives)

In view of expanding and servicing our client base, both local & multinational, we are looking for energetic individuals (Preferably Male) to join our Client Servicing Team. The ideal candidate should possess the following requirements:

- Experience in Advertising.
- Sound Educational background.
- Self motivated, ambitious and result oriented.
- Ability to handle pressure and multitask
- Outgoing personality with an excellent command of English.
- Should be a Team Player and not a "Clock Watcher".
- Salary according to experience

Please forward your CV within 7 days to

Manager Human Resources
Nelu's Advertising Services (Pvt) Ltd.
188, High Level Road, Nugegoda.
Email : careers@nelus.com



Programus Lanka (pvt) Ltd
37/1a W.A.D Ramanayake Mw
Colombo 02



www.optimosoftware.co.uk



www.salestar.co.uk

Programus Lanka is a BOI approved company which is part of a UK group of Companies with over a decade's presence in Sri Lanka. We provide software solutions to two niche markets through our two high end software solutions: salestar connect - the leader in providing software for telecom distributors and resellers and OPTIMO software, which provides business optimisation software for World Class Events, Venues and Global Sponsors.

We are currently looking for goal focused individuals with a 'can do attitude' to join our ranks, supporting clients that include MasterCard Worldwide, Silverstone, Vodafone and the Royal Ascot to name a few.

Marketing & Sales Communications Manager

The chosen candidate will be a hands on person and be responsible for the development of strategies and tactical input for all marketing, sales and communications - to achieve all agreed lead and revenue targets - while spearheading constant development and expansion of internet presence, product and company collateral and communication channels. The candidate will also be required to provide complete visibility and progress reports to the organisation.

Pre-requisites

- A university degree or Full Qualification in CIM (UK).
- Extreme Fluency in English is Fundamental - written and verbal.
- Minimum of 2 years hands on work experience in marketing & 1 year as a manager.
- Self motivated with the ability to get the job done.
- Experience in e-marketing, Social Media marketing and search engine optimisation will be an added advantage.
- Requires sound working knowledge of all Microsoft office applications.
- Experience marketing software and business solutions to a European and global audience will be viewed as advancement in career and not an obstacle.

Graphic Designer

The chosen candidate will be very creative with a sound knowledge of business and will be responsible for delivering graphics and images for all marketing and communications material; be it electronic or print, that will have a material impact on achieving lead generation and revenue targets. Additionally, the role involves constant development and expansion of graphics & images on the website, product and company collateral and streamlining graphics to meet set goals and objectives.

Pre-requisites

- A university degree in Graphic or Digital Design or a Diploma in Graphic Design is compulsory.
- Extreme Fluency in English.
- Hands on experience with HTML, graphic tools, word and power point.
- The ability to create product, sale and marketing graphics/images based on business benefits is a must.
- Experience marketing software & business solutions to a European and global audience will be viewed as advancement in career and not an obstacle.

Accounts and Administration Officer

The chosen candidate will be a hand's on person wishing to enhance their career or a retired professional. Either way the candidate is expected to be conscientious, goal focused, dynamic, personable, flexible and able to deliver results. Job responsibilities include: full sales ledger management, debt collection, working with complex spreadsheets, a variety of administrative task and the ability to provide periodic visibility and financial reports with full responsibility for reports.

Pre-requisites

- A university degree, Part qualified CIMA or a Chartered Accountant.
- Very Fluent in English - both written and verbal.
- Minimum 2 year experience in Sales Ledger and debt collection.
- Can work from home or office & is self-motivated with the ability to get the job done.
- Requires good working knowledge of all Microsoft Office tools - specifically spread sheets.
- Experience in Sage Line 50 / QuickBooks will be an added advantage.
- Very good organisation and administrative time management skills.

An excellent remuneration package awaits the right candidate.
Please send your CV on or before the 11th of April 2011
to jobs@programus.co.uk

A secretarial position with a difference

Dynamic AV Technologies is Sri Lanka's premier supplier of world class audio-video and lighting equipment. Dynamic AV specialises in providing AV solutions to a wide range of customers, which include some of the island's largest enterprises.

Dynamic AV is now on the lookout for a pleasant, amicable and professionally skilled individual for the post of secretary.

The ideal candidate should be below the age of 28 years, computer literate and possess an excellent command of the English language.

An exciting remuneration package, including other fringe benefits awaits the chosen candidate.

Please e-mail your resume along with the names and the contact details of 2 non-related referees, to hr@davtechnologies.com on or before the 13th April 2011.



DYNAMIC AV TECHNOLOGIES (PVT) LTD

The Total Audio Visual Solutions Provider

Ground Floor, No: 413, R.A. De Mel Mawatha, Colombo 03
T: (0)11 2589744.

Website: www.dynamicavtechnologies.com
Email: sales@davtechnologies.com

STUDY, WORK & LIVE IN

CANADA

Asian Management Services



Michael Couture
Director AMS

Immigration Consultant and former Trade Advisor to the Canadian High Commission



THE ONLY REGISTERED CSIC CANADIAN IMMIGRATION CONSULTANT
WHOSE PRACTICE IS HEADQUARTERED IN SRI LANKA

HURRY ! ONLY 1000 APPLICATIONS PER OCCUPATIONS GLOBALLY

PERMANENT RESIDENCE

If you are a - **Biologist and related Scientist - Architect - Specialist Physician - General Practitioner - Dentist - Medical Radiation Technologists - Physiotherapist - Psychologist - Social Worker - Supervisor & Manager (oil drilling, mining, mechanic and carpentry trades)** You need a Degree/ Diploma and at least one year of experience in the last ten years in one of the above occupations.

WORK PERMITS - STUDENT'S VISAS - SPONSORSHIPS - NOMINEE PROGRAMS - REVIEW OF REFUSED VISA - VISITOR VISAS.

FREE CONSULTATION, PLEASE CALL

268-8973 / 268-8974 / 0773 529 898

Centre for Canadian Academic and Professional Services (CCAPS)

35/2, Gregory's Road, Colombo 07.

(between Australian HC and Colombo International School)
E-mail: asianms@sltnet.lk / couture@sltnet.lk
www.cmi-icm.ca / www.csic-scci.ca / www.asianms.com
553-4602 / 552-4604 / 551-6225

The following Vacancies exists in a leading group of companies in Logistics, Security & Transport

MARKETING EXECUTIVE

* G C E (O/L) Including Mathematics & English or above
* Professional (Full / Part) qualifications in Marketing is an advantage
* Experience in Field sales in Logistics and Professional qualification in CILT / ICS an advantage

SECRETARY

* G C E (O/L) Including English * Short hand 80wpm & typing 40wpm * Good communication skills and computer knowledge (MS Office, Powerpoint, Internet, E-mail)
* Experience in Secretarial work

SHIPPING EXECUTIVE

* G C E (O/L) Including Mathematics & English or above
* Professional qualification such as CILT & ICS will be an added advantage * Shipping field experience essential

ACCOUNTS EXECUTIVE

Exposure to computerized accounting packages.
* Minimum two (2) years experience in handling Accounts in a reputed company * ICA / CIMA / ACCA (part qualification accepted).

TECHNICIANS

* 2 - 3 years experience in the field of mechanical, electricity and electronics. * Passed G C E O/L with Maths and Science * Successful completion of a trade course in electricity and electronics (City & Guilds certificates, NAB, ATI, CGTTI or equivalent) * Preference will be given to persons with knowledge in auto electricity. * Ex- servicemen with technical background will have an advantage. * Should be willing to be on call duty, even after normal working hours, including weekends and holidays.

NEGOTIABLE REMUNERATION PACKAGE

Age limit 20 to 40 years for all vacancies.
Forward your application within seven (7) days to

SATHSINDHU GROUP

4th Floor, Forbes & Walker Building,
46/38, Nawam Mawatha, Colombo 2. Tel: 5502300
Fax: 2342144 E-mail: ashan@sathsindu.com.lk

QUICK BOOK ACCOUNTING

VACANCIES

A well established firm in Colombo has the following vacancies:

Accounts Executives

Applicants should be well competent with 3 years experience in Quick Books Accountancy package. Also should be well competent to handle all accounting functions, capable of preparing final accounts of the company. All statutory payments, including EPF/ETF, PAYE, VAT, ESC, WHT and Import Documentation.

Candidate should be self-motivated, highly capable and be able to work with minimum supervision.

Attractive salary and excellent career prospects.

Apply with complete Bio-Data and a Telephone contact number, together with two non-related referees.

STM 532
P.O. Box 644
Colombo