



## VACANCY ANNOUNCEMENT UNITED NATIONS POPULATION FUND (UNFPA)

**Post Title: Consultant (SSA Contract)**

**Duty Station: Colombo**

**Duration: 90 days between June 1<sup>st</sup> and November 30<sup>th</sup> of 2011**

**Job Description:**

Under the overall supervision of the UNFPA Representative, and his/her designated officer, the Consultant will conduct a situational analysis on ASRH issues in Sri Lanka in close collaboration with the Director Youth, Elderly and Disabled of the Ministry of Health.

**Expected Output:**

The consultant is expected to produce a comprehensive situational analysis report that includes a literature review and the analysis of data gaps with recommendations for intervention. The report should include the situational analysis with a list of available research and studies on ASRH which summarises and assesses their usefulness for programming. An identification of knowledge gaps in ASRH knowledge a list of available data on ASRH indicators in the country with recommendations based on the findings of the review.

**Methodology:**

The country situation analysis will use the following methodologies:

- Desk review of literature including published and unpublished studies, document, reports and Information, Education and Communication (IEC) materials. Literature search and data collection can include internet search using websites of international and local organizations covering various aspects of ARH: and library search in UNFPA and other international agencies, academic institutions such as the Universities of Kelaniya and Sri Jayawardenepura government agencies. NGOs who have ARH papers, studies, reports, materials.
- Interviews with key stakeholders to validate, update and enrich information gathered from the literature research.
- The consultant may engage the services of a research assistant if needed

The UNFPA Country office is looking to hire a national consultant who:

- Has a Masters degree or equivalent qualifications in Public Health or related field
- Has at least 10 years of work experience in the areas of public health/ reproductive health/Adolescent, Sexual and reproductive health
- Previous research experience is essential
- Experience of similar situational analysis: previous situational analysis reports need to be submitted along with the application
- Previous work experience with young people is preferable
- A solid academic background and experience is desirable
- An excellent command of written English is essential. Working knowledge of Sinhala or Tamil is preferable.

**Post Title: Field Associate (Service Contract)**

**Duty Station: Killinochchi**

**Duration: Initially for one year with possibility of extension**

**Job Description:**

Under the supervision of the UNFPA Representative, or his/her designated officer, the Field Associate will support UNFPA's humanitarian programme in the North. He/she will play a critical role in ensuring that this programme is strategically positioned and well-coordinated with relevant partners, including the Government and international and national NGOs at the field level and will carry out close monitoring of the all UNFPA's humanitarian interventions aiming to ensure adequate access of IDPs, specifically vulnerable women and girls, to reproductive health services in the conflict-affected areas and their protection, including prevention of and response to gender- based violence (GBV).

**The Field Associate will:**

- Monitor UNFPA interventions in the field:
- Attend regular and ad-hoc meetings/forums organized by field-level clusters in Vavuniya, Kilinochchi and Jaffna relevant to the UNFPA programme implemented in the region:
- Network with relevant agencies working on reproductive health, gender, GBV and other issues related to the UNFPA mandate and programme in the region including the Government, UN agencies, international and national NGOs and CBOs:
- Participate in inter-agency activities in the region such as assessments and development of field-level SitReps to ensure UNFPA's mandate and programme are incorporated:
- Advocate for UNFPA mandate and programme as necessary:
- Communicate regularly with UNFPA-funded implementing partners as necessary and monitor their project implementation:
- Provide updates and analyses to the UNFPA Country Office on a regular and timely basis and recommend follow-up actions as necessary:
- Provide inputs to the UNFPA Country Office in developing/updating proposals and in preparing donor reports and briefing notes:
- Ensure linkages with the national-level coordination by working closely with the Humanitarian Coordinator and other relevant UNFPA colleagues based in Colombo:
- Any other duties as assigned by the UNFPA Representative.

**We are looking for candidates who have:**

- A track record in innovation and marketing of new approaches
- Integrity, commitment and respect for diversity
- Skills to manage relationships, communicate and develop people
- An ability for analytical and strategic thinking and results orientation

**Job Requirements:**

- Bachelor's degree in International Development, Social Science, Gender, Public Health or related field is desirable:
- 3 to 5 years of substantive experience in humanitarian and relief operations and/or Early recovery:
- Experience in sexual and reproductive health and/or gender/GBV especially in the context of emergency response and early recovery is desirable:
- Knowledge and understanding of UN humanitarian relief operations/early recovery process and procedures, especially with regard to the cluster approach, is desirable:
- Fluency in oral and written English and Tamil is required:
- Proficiency in current MS office software applications including email and internet:

Women are encouraged to apply

**UNFPA offers an attractive remuneration package commensurate with experience. Please forward your resume with a covering letter and sample of writing under confidential cover to the UNFPA Representative with contact details of two-non related referees, to the following address: UNFPA, 202, Baudhhaloka Mawatha, Colombo 7. Please specify on the top left hand corner of the envelope the post applied for. Only short-listed applications will be acknowledged.**

**Deadline: 7<sup>th</sup> May 2011.**

*If you're looking for a career in the food industry, we've got a feast for you.*

**Counter Sales Staff** - Bright & personable young males & females. Salary upto Rs. 14,000

**Catering Stewards** - School leavers with a good personality. Salary upto Rs. 15,000

**Office Assistants** - Females with passes in A/L commerce stream (Age between 18-25 yrs).

**Security Personnel** - Salary upto Rs. 23,000

**Cleaners** - Salary upto Rs. 14,000

*Attractive remuneration packages together with meals & free accommodation.*

Walk in for an interview:

**Chairman/Managing Director  
Sen-Saal (Pvt) Ltd.**

267, Kaduwela Road, Battaramulla 194, Nawala Road, Nawala

## VACANCIES FOR MEDICAL OFFICERS

An European commission funded MCH and Reproductive health project implemented by Population Services Lanka has vacancies for SLMC registered full time **medical officers** (MBBS) who are interested in reproductive health and family planning in the following districts.

**Puttalam, Horowpathana (Anuradhapura), Vavuniya, Trincomalee, Mannar, Akkaraipattu (Ampara)**

Please forward your CV's to reach us on or before. **03rd May 2011 to:**

**Human Resoucers Manager  
Population Services Lanka  
155, Kirula Road, Colombo 05  
e mail: careers@pslanka.org**



## Secretary to the Managing Director

Careems operates exclusive jewellery stores at some of the premier hotels in Sri Lanka. Our company has been a recipient of the NCE Export Award for the Gem & Jewellery Industry and we are focused on providing our clients with very high quality gemstones & jewellery coupled with excellent customer service standards. For more information visit our website [www.careems.com](http://www.careems.com)

The ideal candidate we are looking for should meet the following requirements:

- Below 40 years of age
- Possess good written/spoken English and letter writing skills
- IT proficiency in email & MS Office packages is essential
- A minimum of 3 years experience in a similar capacity
- A customer oriented outlook
- Any experience in HR or office administration would be an additional advantage

Those interested should submit their CVs along with the names & addresses of 2 non-related referees. Applications could be emailed to [hr@careems.com](mailto:hr@careems.com) or mailed to reach the following address by the 10<sup>th</sup> of May 2011:

*The HR Manager,  
A.M.A. Careem Jewellers,  
11, Cambridge Place,  
Colombo 7.*



*LOLC is one of the largest and most profitable financial institutions in Sri Lanka and is backed by ORIX Corporation of Japan, the single largest leasing company in the world and the second largest financial solutions provider in Japan.*

*The Group operations include a diversified business portfolio encompassing Leasing, Local and Foreign Currency Deposits, Working Capital and Factoring, Fleet Management, Agriculture and Micro Finance, Pawn Broking, Stock Broking, Islamic Finance, Project Development, Information Technology Services, Leisure and Renewable Energy.*

*LOLC INSURANCE COMPANY LTD, a new venture within the LOLC Group, is looking for dynamic and results oriented individuals who are willing to perform in a challenging and rewarding environment for the following position.*

## FINANCE MANAGER

The key responsibility of this position is to implement financial management practices pertinent to LOLC Insurance Company Ltd and to ensure strict compliance with the financial guidelines and procedures.

The post requires the selected candidate to effectively manage a team of financial professionals to achieve corporate goals aligned with the Group financial policy & procedures.

The above position demands proven competency in Financial Management Practices and the selected candidate should be a fully qualified Accountant in ICA/CIMA/ACCA and/or a graduate in finance/management/business studies. The ideal candidate should have a minimum of 3-5 years post qualifying experience in a similar capacity and be less than 45 years of age.

Past experience in finance functions of insurance companies will be an added advantage

IT literacy relating to accounting packages, good leadership skills and analytical skills are required for this position.



*If you believe you are the right candidate for the above post, send us your resume along with the contact details of two non-related referees to reach us on or before 5th of May 2011 to the address given below. Please mark the post applied for on the left hand corner of the envelope. Canvassing in any form will be a disqualification. Candidates may also apply online at [www.topjobs.lk/lolc](http://www.topjobs.lk/lolc) or e-mail your CV to [careers@lankaorix.com](mailto:careers@lankaorix.com)*

The Recruitment Centre, LOLC GROUP, No. 100/1, Sri Jayawardenepura Mawatha, Rajagiriya.

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