



## Confidential Secretary

We are looking for a secretary in the age group of 30 - 40 years with minimum of 05 years working experience.

Applicants should be able to work independently. Good communication skill in English is a must. Knowledge of MS Office, Excel, Power Point etc., would be required.

Forward your comprehensive CV with contact telephone number to:

**Human Resources Manager,  
St. Anthony's Industries Group (Pvt) Ltd.,  
No.752/1, Dr. Danister De Silva Mawatha,  
Colombo 09.**

E-mail : [anton@anton.lk](mailto:anton@anton.lk)  
[anton@slt.lk](mailto:anton@slt.lk)

# Don't Praise Employees... Praise their work or abilities

"I don't get it! If I tell an employee how well he did a certain work task, did I not just praise the employee?" No, what you did was praise the work done by the employee.

"What's the difference?"

When you praise an employee and not the work you are communicating to the employee that you value him or her as a person, instead of saying that you value a particular skill he or she possesses or the amount of hard work it took to get a certain job done. For example, Debbie is a salesperson who just signed up a new customer for your company. Now you have a



order to sign-up the new customer:

"I still don't get it!"

When you praise Debbie as a person, you tell Debbie that she is a great person in all aspects of her work. She is great in sales, she is great at how she gets along with coworkers, and she is great in how she completes all the detailed paperwork that you require etc...etc... However, when you praise the work Debbie just did to secure a new customer, you praise Debbie on only one of her job duties, i.e., sales.

"Okay, I get the difference, but what's the big deal?"

A supervisor's job duties include being able to motivate and discipline employees. Overall, it is much easier to motivate an employee than to successfully discipline an employee. For instance, lets go back to the example of Debbie. In reality Debbie is really a mediocre salesperson who not only has

poor sales numbers each month, but also comes to work late and tends to take long lunch breaks. Debbie's coworkers constantly complain about her lateness and are starting to wonder if you are favouring her over them. You see potential in Debbie to become a successful salesperson, but you know that unless she disciplines herself more she will only become a company liability.

What do you think will be easier? To talk with Debbie about her performance problems after you just indicated that she is a great and terrific person or after you just praised her work in obtaining a new customer. Not sure? Let's review the two options you could take with Debbie.

### Option #1

As Debbie's supervisor, you told Debbie that she was a great and terrific person on Monday, and on Thursday you tell her that she must start to take shorter lunch breaks and come to work on time. Now what do you think Debbie's reaction will be? Most likely she will be completely dismayed and confounded about why you told her on Monday that she was terrific, and in a matter of few days, she is now a terrible person for coming to work late and taking too long at lunch. "Don't great and terrific employees get a few perks," says Debbie? Debbie is also likely to think that you are just another crazy boss from hell. After your unsuccessful discussion with Debbie, she becomes unmotivated, does not bring in another new customer for weeks, and calls in sick three days in a row. Eventually, she takes a job with another company after she has used up all her sick leave and vacation time.

Happy Working,



## UNIVERSITY OF MORATUWA, SRI LANKA

### INVITATION FOR APPLICATIONS/NOMINATIONS - POST OF VICE-CHANCELLOR

The Council of the University of Moratuwa acting in terms of Section 34 of the Universities Act No.16 of 1978 and subsequent amendments, invites applications from, or nominations of persons for the position of the Vice-Chancellor of the University.

Under the provisions of the Universities Act No.16 of 1978, the Vice-Chancellor is a full time Officer of the University. He shall be the Principal Executive Officer, the Principal Academic Officer and the Accounting Officer of the University. He shall be an ex-officio member and Chairman of both the Council and the Senate.

The Vice-Chancellor shall, unless he vacates office earlier or is removed from office in terms of the Universities Act No. 16 of 1978 as amended, hold office for a term of three years or until he completes his sixty fifth year whichever event occurs earlier.

The Vice-Chancellor will be responsible for providing academic leadership, formulating conducting and introducing management policies and implementing the decisions of the Council, the general administration of the University and should, therefore, uphold the principles of academic excellence, transparency, accountability, democratic management and effective non partisan leadership.

The successful candidate should possess a record of high academic achievement including a strong research profile, proven leadership qualities and interpersonal skills to interact objectively with diverse interest groups, a clear understanding of policy issues and a commitment to the effective implementation of decisions. He should also possess a deep understanding of the ethos and mission of a University including commitment to the community (Prospective Applicants/Nominators are invited to visit the University web site <http://www.mrt.ac.lk> for details).

The Vice-Chancellor is eligible to receive the highest academic salary scale, an entertainment allowance of 10% of the salary and other allowances applicable to the post.

The following documents should accompany applications/nominations and applicant/nominee may be required to present formally or informally his/her vision for the University to the University Council.

1. A complete Curriculum Vitae of Applicant/Nominee including date of birth.
2. A personal statement of vision for the University indicating what the candidate expect to achieve if appointed.
3. A letter of consent from the nominee in case of a nomination.
4. A letter from the employer indicating whether applicant/nominee could be released in the event of his/her appointment to the post, in case of an applicant/nominee serving in Public Service, Corporation, Statutory Bodies and Higher Educational Institutions other than the University of Moratuwa.

Applications and nominations should be addressed to the Registrar, University of Moratuwa, Katubedda, Moratuwa and sent under registered cover or hand delivered to reach him on or before 3.00 p.m. on 08.07.2011.

As per the decision of the University Council the identification and ranking of the three eligible candidates, from among the applicants/nominees, to be forwarded to the University Grants Commission, for consideration for appointment, as per the related procedure would be done by the University Council as prescribed in the relevant UGC Circular.

The envelope containing the application/nomination material must be marked "Office of the Vice-Chancellor" on its top left hand corner.

**Registrar and Secretary to the Council  
University of Moratuwa.  
10-05-2011.**

## DANISH DEMING GROUP

## VACANCY

Danish Demining Group (DDG) has operated in Sri Lanka since 2003. At present the national work force consists of approximately 470 employees involved in manual demining, battle area clearance, mechanical clearance, EOD work, General Mine Action Assessments and support services.

### MINE CLEARANCE AND EOD TECHNICAL ADVISOR

As part of our strategic plan DDG is recruiting a national Technical Advisor for the programme in Sri Lanka

#### Duties and responsibilities

DDG is looking for a person with the relevant technical and educational background together with high social and intercultural skills to supervise and provide capacity building of our national technical staff. The work is often carried out in remote areas and persons applying for the position must be capable of working independently and act as a good role model and representative of DDG.

It is important that the Technical Advisor does not take over the tasks and responsibilities of the national staff under his/her supervision, but rather monitors and ensures that these tasks and responsibilities are carried out correctly, effectively and efficiently. The Technical Advisor is responsible for developing the staff capacity to carry out their assigned tasks and responsibilities.

#### Specific Duties

Under the direction of the Operations Manager the Technical Advisor will have direct responsibility and be accountable for the assets allocated to him/her.

#### Operational Responsibilities

- a. Responsibility for the management and supervision of technical activities within the designated area of operations.
- b. Supervision of the Field Operations Officer in the planning and daily tasking of assets.
- c. Monitoring the activities of all technical assets including adherence to SOPs and safety practices.
- d. Ensure that prioritisations set by the NSCMA and donors are taken into consideration in the planning of tasks.
- e. Manage and mentor technical staff, ensuring that they carry out their duties and responsibilities in accordance with job descriptions and SOPs
- f. Monitor and analyse productivity and recommend methods and practices that will enhance productivity, thus providing cost effectiveness.
- g. Liaison with external QA staff and corrective action in the case of non-conformities as a result of QA checks.
- h. When directed, the investigation of accidents.
- i. Provision of data and drafting of technical and monthly progress reports as directed.
- j. Close cooperation with support services staff to ensure uninterrupted productivity.
- k. Close cooperation with the Office Manager concerning administrative and discipline matters.

#### General

- a. In the absence of other Technical Advisors during stand-down periods be prepared to provide technical advice in keeping with qualifications and experience, being the POC for any matters that may arise that could affect DDG operational capacity in the designated area.
- b. Host and escort visitors to DDG sites as directed. Facilitate such visits in order to provide an excellent demonstration of DDG capacity and impact towards beneficiaries and donor input.
- c. Conduct other duties for the good and benefit of the DDG Sri Lanka programme as directed by the Operations Manager and/or Programme Manager

#### Qualifications

- Completed High School Education.
- Substantial experience as a Mine Action Technical Advisor (overseas experience extremely desirable) or a national Field Operations Officer Class 1 in Sri Lanka. Experience in other similarly titled positions will be assessed on merit.
- Level 3 EOD qualification
- Proven IT skills. Ability to work proactively and with initiative.
- Team approach.
- Good interpersonal skills.
- Flexible, reliable and trustworthy.
- Good level of English (verbal and written).
- 2 years work experience as an International Technical Advisor; or
- 3 years work as a Field Operations and/or QA Officer.

#### Conditions

**Duty station:** DDG Sri Lanka, Killinochchi, Vavuniya

**Contract :** 1 year contract with possibility of extension. Salary and other conditions are in accordance with DDG Terms and Conditions of Employment and Salary Scale.

#### Application and CV

Only motivated letters of application that address the stipulated duties and meet the required qualifications sent together with a CV will be considered.

**CV only applications will not be considered.**

Please forward your applications, together with names of two non-related referees, no later than 7th June 2011 to -

### Danish Demining Group

30/90, Malalasekera Mawatha, Colombo 7.  
E-mail: [admincolombo@ddg.lk](mailto:admincolombo@ddg.lk) Fax: 0114209135

Please write the position applied for on the envelope or on the subject line of emails.