

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.

Immediate Vacancies for Professional CV Writers Part - Time (Male / Female)

Looking for **professional personnel** who could fluently, accurately and attractively write CV's (**Curriculum Vitae / Bio data**) for our respected clients.

Excellent writing skills in **English**
 Excellent knowledge in **MS office** packages
 Ability work under pressure

Please email / post your CV to
Consultant, 66A, Attidiya Road, Kawdana, Dehiwela
cvwriters23@yahoo.com

VACANCIES

Lukshmee Organization Distributor for Bata Shoe Company of Ceylon Ltd, for Northern Province requires dynamic, result oriented young personnel to join their Marketing team.

Marketing Executives

- Should have passed G.C.E. A/L
- Should be below 30 years in age
- Working in the northern province is essential

Experience in sales & marketing position driving license and knowledge in all three languages will be an added qualification.

Forward your Bio Data before 25th June 2011

The Group Finance Manager
Lukshmee Organization
No. 3, Eswari Road, Colombo 6.



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Sri Lanka Press Institute

The Sri Lanka Press Institute (SLPI), managed by The Editors' Guild of Sri Lanka, the Newspaper Society of Sri Lanka, the Free Media Movement and the Sri Lanka Working Journalists Association to promote media professionalism is seeking an individual for

The Post of Graphic Designer

The Graphic Designer should be able to:

- Create and develop new and unique creations to represent an idea.
- Modify, revise and edit design projects.
- Stay within timelines and deadlines for completion dates of projects. This requires good time management and organizational skills.
- Create designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts.
- Mastery of design programmes, Illustrator, Photoshop, Indesign, Corel draw and Pagemaker is compulsory as graphic designing will be undertaken on Windows platforms.
- Sinhala and English typing abilities. Tamil typing ability will be an added advantage.
- Competence to update websites will be an added qualification.
- A recognized degree and / or equivalent qualification in graphic designing is preferred. However, those with five years or more experience and a proven track record on the job may also apply.

Interested candidates should send a detailed CV along with names and contact details of two non-related referees to reach the address below on or before 18th June 2011.

Chief Executive Officer
Sri Lanka Press Institute
96, Kirula Road,
Colombo 5.

SUB-WARDEN S. THOMAS' COLLEGE, MT. LAVINIA



"You belong to one of the best schools in the world, a school with splendid traditions and a most honourable name and I charge you to try and hand down those traditions and that name to those who come after you, untarnished and unimpaired. You have learned the best lessons in the world at S. Thomas' College. True manliness and truth, courage, purity and all those things that make a man and a gentleman."

- Rev. W.A Buck M.A (CANTAB) 7th Warden of S. Thomas' College

A private Anglican school established by Rt. Rev. James Chapman, the first Bishop of Colombo and modelled on Eton College, it has always opened its doors to young men of diverse races and religions to learn in harmony and is proud of its many distinguished past pupils.

The school is seeking applications to fill the position of Sub-Warden. The suitable candidate will be a graduate or hold a professional qualification relevant to the post. A background in teaching and experience in management and administration in an educational institution would be an advantage.

He will work together with and on the directions of the Warden to provide a holistic education to the students and ensure the efficient and effective management and administration of the School; and act in the stead of the Warden when necessary. His responsibilities will additionally include teaching, maintaining discipline, managing the boarding and general maintenance of the school premises.

As Sub-Warden he should be able to lead and inspire staff and students alike, have enthusiasm, an engaging personality and excellent communication skills.

Residential accommodation will be available for the Sub Warden and his immediate family.

If you are driven by the aspiration to serve this foremost educational institution we present you with an opportunity. All candidates who meet with the stipulated criteria are required to submit their application with two unrelated referees to the 'Chairman - The Board of Governors' - via courier/registered post to "The Church of Ceylon, No. 368/3 Baudhaloka Mawatha, Colombo 7, Sri Lanka" or by Email to anglican@sltnet.lk to reach on or before the 12th day of July 2011.

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Today, this prestigious Alma Mater is calling on those who have a passion not just for teaching, but also the future good of the country at heart, to fill the position of its Warden. He will succeed to the noble legacy left by 17 Wardens. The suitable candidate will be a graduate with a minimum of 10 years teaching experience and will be an educationist in every sense of the word with care and love for the youngsters in his custody. With a vision towards holistic education, he will shoulder the unique responsibility of guiding with Christian values the fledgling steps of boys at S. Thomas' College on their path to becoming confident young men, as well as motivating the team of dedicated teachers.

While managing curriculum and instruction, he will spearhead the introduction of new techniques including information technology that can enhance the learning outcomes in and outside the classroom. He will be the focal point, being the hands-on coordinator, the empathetic leader for all school activities and the catalyst for change to make this institution maintain academic and co-curricular excellence.

The Warden will be responsible to the Board of Governors, a statutory body responsible for direction setting and policy development and would be expected to play a key role in upholding and continuing the great traditions.

Managerial expertise will at all times be required and expected of a Warden of S. Thomas' with all rounded high expectations and strong ethics. But the reward for the selected candidate will be the satisfaction of guiding and nurturing future generations of THOMIANS to lead with courage and magnanimity. If you are driven by the aspiration to serve this foremost educational institution, we present you with an opportunity to answer your calling. All candidates who meet with the stipulated criteria are required to submit their application with two unrelated referees to the 'Chairman - The Board of Governors' - via courier/registered post to "The Church of Ceylon, No. 368/3 Baudhaloka Mawatha, Colombo 7, Sri Lanka" or by Email to anglican@sltnet.lk to reach on or before the 12th day of July 2011.