

HAIR STYLIST

- Age below 30 years
- Good communication skills in English
- With at least 05 years experience
- Smart personality

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WANTED PROJECT MANAGER

Wanted for a small to medium scale construction company an energetic Project Manager with experience in implementing housing construction Projects including Apartments. Experience in selecting sites, managing sites and other related activities are essential. An attractive remuneration package including salary and commission can be expected.

E-mail application to: global@eureka.lk

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Smart and active teachers qualified with the Pre-school Montessori Diploma and advanced level required for an international pre-school Montessori at Battaramulla Pelawatta. Teachers should be fluent in the English language. Attractive salaries offered. Please call 0777303456 / 0718589948 immediately for an interview



VACANCY ANNOUNCEMENT UNITED NATIONS POPULATION FUND (UNFPA)

Post Title: Database assistant (SSA)
Duty Station: Colombo
Duration: 20 days starting from 26 March 2012

Job Description
 Under the overall guidance of the UNFPA Representative or his/her designated officer, the database assistant will assist UNFPA to incorporate the relevant indicators into the DevInfo database. He/she will be required to obtain the relevant data from relevant government departments. UNFPA Sri Lanka has introduced UNFPA version of the DevInfo (UNFPASLInfo) as a supporting tool to monitor the implementation of the UNFPA country programme in Sri Lanka.

The Duties and Responsibilities

- Familiarize him/herself with the UNFPASLInfo database
- Review the available data and identify data gaps
- Collect data for identified indicators from reliable sources
- Enter data into the UNFPASLInfo database
- Ensure quality checking of the entered data set
- Support in preparing reporting formats and upload them into the system

Job Requirements

1. University degree in Statistics/ Social Sciences or other related field
2. 5 years progressively responsible experience in monitoring, database management
3. Experience on the use of statistical software packages such as DevInfo, SPSS or STATA is highly desirable
4. Excellent analytical and communication skills
5. Computer skills, including internet navigation, database management, statistical analysis and various office application
6. Excellent problem identification and solving skills
7. Demonstrated ability to meet deadlines and work under pressure

UNFPA offers an attractive compensation package commensurate with experience. Please forward your resume with a covering letter under confidential cover to the UNFPA Representative with contact details of two non related referees, to the following address: UNFPA, 202, Baudhaloka Mawatha, Colombo 7. Please specify on the top left hand corner of the envelope "Application for the post of Database Assistant". Or e-mail the resume with the covering letter to: srilanka@unfpa.org. Only short-listed applications will be acknowledged.

Deadline: 17 March 2012.

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EMPLOYMENT WANTED FOR RETIRED OFFICER

Retired Officer 45Y Following Diploma Course in Occupational Safety and health, Fluent in all 3 languages, Conversant in MS office, Experienced in Administration etc. Seek Suitable employment in a reputed organization Preferably as Office Manager

0750851373 / 0710601800

PERSONAL ASSISTANT / SECRETARY

We require a dynamic male with at least 5 years experience.

N.M. TRAVELS & TOURS

569, Galle Road, Colombo 6.
 E-mail: nm.umrah@gmail.com
 Fax: 2587927

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Please submit your CV to couture@sitnet.lk FREE CONSULTATION.

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@sitnet.lk / couture@sitnet.lk
www.cmi-icm.ca / www.icrc-crcic.ca / www.asianms.com
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The MJF Group is a vertically integrated business in the tea industry with growing, manufacturing, branding & marketing of tea as its focus. The Group's investments cover every aspect of the industry, making it a major international player. The Group markets its teas under the Dilmah Brand. We now wish to recruit a high calibre individual to join Sri Lanka's leading international brand as:

MANAGER LEGAL

This is a challenging position which will involve working closely with the Board of Directors, Heads of Departments and Subsidiary/Associate companies within the Group, in Sri Lanka & overseas. The areas of work consist mainly of providing legal advice on corporate legal issues, conveyancing, review/drafting/providing critical comments on various types of agreements (both local and international), intellectual property matters (including the in-house management of the company's Trade Mark Portfolio) and legal support to be provided to external legal counsel on matters under litigation.

CANDIDATE PROFILE

- Attorney-at-Law with a minimum of 8-10 years post qualifying experience of which a minimum of least (05) years would be in Corporate Law
- Ability to review/draft various types of commercial agreements independently
- A working knowledge of intellectual property matters would be a distinct advantage
- Excellent English communication skills, both written and spoken with the ability to be at ease in regular interactions with legal & managerial staff of overseas organizations
- Attention to detail and accuracy of work, precise in both written and verbal communication
- Competent in IT skills and able to generate well presented documentation formatted to international standards
- Able to work under pressure with minimal supervision tracking multiple issues, ensuring timely delivery of work and taking initiative in moving matters forward to a satisfactory conclusion

Attractive remuneration and benefits are on offer for the selected candidate including a company maintained car

Please forward your detailed CV to the address below indicating the position applied for on the top left of the envelope. Email applications are welcome at hrd@dilmahtea.com. The closing date for applications is 19th March 2012.

Head of Human Resources, MJF Holdings Ltd. 111 Negombo Road, Peliyagoda, Sri Lanka

While we value every application, for practical reasons we can only communicate with short-listed applicants.

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The applicants should possess:

- Minimum professional qualifications of Chartered intermediate or equivalent; knowledge and experience in Auditing will be a definite advantage.
- 5-7 years of experience in a similar capacity.
- An in-depth and practical knowledge of all business computer software applications.
- Knowledge of Japanese re-conditioned motor vehicle models, prices, spare parts etc will be an important advantage.

The chosen candidate will enjoy an attractive salary and performance-related bonuses, a company maintained vehicle, excellent career prospects going up to the top tiers of management and gain a wealth of experience on all aspects of a large trading operation.

Apply immediately with full bio-data to:



Human Resources Manager
ISHARA TRADERS
 447 A, Union Place, Colombo 02.