

# SALON VACANCIES



If you have passion for fashion & beauty you are the right candidate to join our team as...

- Experienced Hair Stylists (Ladies & Gents)
- Experienced Beauty Therapists

We are also looking for a female below 22 years of age, with excellent in communication skills and attractive personality to work as

An attractive remuneration package, pleasant working environment, excellent opportunities for a career development is on the offer for right candidates.

**SHALOM**  
Hair & Beauty

No: 196, Park Road, Colombo 05.

Tel: 0727- 632000, E-mail: [info@classicventure.com](mailto:info@classicventure.com)

## VACANCIES IN A SHIPPING COMPANY

We are a leading Shipping company, and having following vacancies at our Galle Branch office.

### 1.) OPERATIONS EXECUTIVES - GALLE BRANCH

Candidates should be residing proximity to Galle. Preferably graduates or those with suitable qualifications, and processing good communication skills would be a distinct advantage.

### 2.) DRIVERS

Experienced drivers for the category Light Vehicles/Vans.

Please apply along with your resume, **clearly indicating the post to which you are applying** addressed to;

Human Resources,  
4<sup>th</sup> Floor, P.O Box 1125  
Robert Senanayake Building,  
# 46/5, Navam Mawatha,  
Colombo - 02  
Sri Lanka

## SALES MANAGER

A leading MNC Freight Forwarding Company seeking for the below opening in Colombo.

No of Posts: 02

Requirements:

- 1) He/she must have 5-6 years' experience in Project handling in OIL & GAS.
- 2) Experience in handling Sales/Freight for SOC/COC/OOG/break-bulk.
- 3) Good Clientele base
- 4) Fluency in English
- 5) Report to the Manager with daily sales report.
- 6) Submission of Sales Projection report with current forecast on weekly basis.
- 7) Able to achieve target and work independently.
- 8) Probation Period: 3 months.

Interested candidates please forward your resume before 04<sup>th</sup> of May 2012 to [fairvcmb@gmail.com](mailto:fairvcmb@gmail.com)

Interviews will be conducted by our foreign principals.



## UNITED NATIONS POPULATION FUND (UNFPA)

### Invitation for registration of short-term consultancy assignments

UNFPA invites applications from qualified individuals to register with its consultants' roster for short-term consultancies in the following areas. Selected consultants are expected to work under the overall guidance of the UNFPA Representative, or his/her designated officer when assigned on specific tasks.

**Duty Station: Colombo**  
**Duration: to be determined**

#### 1. Editing of scientific writing on:

- (i) Reproductive Health
- (ii) Gender
- (iii) HIV/AIDS
- (iv) Youth
- (v) Population issues
- (vi) Humanitarian work
- (vii) Monitoring and Evaluation

#### Job requirements:

- (i) University degree in English language or field related to subject areas mentioned above
- (ii) Prior experience in editing and formatting scientific writing
- (iii) Ability to edit and present documents in a manner that is correct, effective and easy to read without compromising the information of the author
- (iv) Understanding of UNFPA's areas of work and knowledge of UN terms, language and writing standards is preferable
- (v) Full proficiency in English including excellent writing and editing skills
- (vi) Proficiency in current office software applications

#### 2. Translation of scientific writing on the above mentioned subjects from English to Sinhala and Tamil

#### Job requirements:

- (i) Full proficiency in English and excellent translation skills
- (ii) Previous experience in similar assignments preferably in the context of the United Nations or with an international organization.
- (iii) Ability to proofread, edit, and revise translated materials in a reader friendly manner

Applications for both categories mentioned-above should be forwarded 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 short-term consultancy". Only short-listed applications will be entered in the roster.

Deadline: 07 May 2012.

## VACANCY

### Matron for Children's Home

Experienced lady resident matron below 50 years for NGO managed Buddhist Children's Home for Girls in Ambalangoda. Preferably English Speaking.

Salary Rs. 17,000/- (Negotiable) + EPF/ETF + Food + Outdoor Medical and Hospitalization Insurance.  
Apply before 27/04/2012 with 2 References.

A vacancy also exist for a Female Helper with experience in cooking. Salary Rs. 11,000/- + EPF/ETF + Food + Outdoor Medical and Hospitalization Insurance.

STM 21068, P.O. Box 644, Colombo

## VACANCY FOR HAIR DRESSER / BEAUTICIAN

Attractive salary.

Age : 18 – 30 years

Nadine's Hair & Beauty salon

Call: 0777567979

email: [info@nadinesalons.com](mailto:info@nadinesalons.com)

## VACANCIES IN CONSTRUCTION ORGANIZATION

We are an ISO 9001: 2008 certified Leading Construction Company, looking for energetic persons for the following positions at our Civil Construction Projects in Northern and Eastern Provinces.

**Civil Engineers**  
B.Sc. (Civil Eng.) with over 2 years site experience.

**Technical officers**  
NDT / HNDE / NDES or Equivalent with over 2 years site experience.

**Quantity Surveyors**  
B.Sc. / NDT / HNDE / NDES / NCT or Equivalent with over 2 years experience.

Apply within 7 days with your CV.  
Personnel Manager, Sisira Builders (Pvt) Ltd.,  
98/3, Pepiliyana Road, Nugegoda.  
E-mail : [sisira-build@eol.lk](mailto:sisira-build@eol.lk)  
Copy to: [manel.perera66@yahoo.com](mailto:manel.perera66@yahoo.com)

## ACCOUNTS & GENERAL CLERK (Male)

- Should Pass A/L
- Sound Knowledge of Spoken & Written English
- Basic Computer Knowledge
- Motorcycle License essential

Apply with your photograph within 7 days

**NEM Realtors (pvt) Ltd,**  
No: 66/03., Old Negombo Rd., Ja-ela.  
Email - [lakecityhomes@sltnet.lk](mailto:lakecityhomes@sltnet.lk)

## SALES PROMOTIONS MANAGER (FEMALE)

Ladies branded Sports wear manufacturing company urgently requires a pleasant outgoing individual, age 20-35 to Head the Promotions Department attractive salary commission and company transport.

Apply - [keway@dialogsl.net](mailto:keway@dialogsl.net)  
**Contact: 0777340348**  
De Silva Road, Kalubowila

Our client is highly regarded, with an enviable track record of achievement in the field of telecommunications. Venturing into new products and services they require dynamic and experienced individuals to take responsibility in the following capacities,



## PROJECT MANAGER

Ref No.6509

Job profile: -

- To plan, execute, and finalize projects according to strict deadlines and within budget.
- Acquire resources and co-ordinate with internal & external parties in order to deliver projects according to plan.
- Define project scope and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop full-scale project plans and associated communications documents.
- Submit budget proposals, and recommend subsequent budget changes where necessary.
- Set and continuously manage project expectations with team members and other stakeholders.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Coach, mentor, motivate and supervise project team members and Stakeholders.
- Conduct project post evaluation and suggest recommendations.
- Develop best practices and tools for project execution and management.

Qualifications and Experience: -

- PMP/ PRINCE 2 qualification
- Demonstrated experience in project management
- Strong familiarity with project management software, such as MS Project
- Experience in working both independently and in a team-oriented, collaborative environment is essential
- Minimum 3 years working experience as a Project Manager
- Project related experience in telecommunication / IT environment would be an advantage

## HEAD OF PROJECT MANAGEMENT OFFICE

Ref No.6508

Job Profile:-

- Monitor, review, and report with regard to projects that are undertaken by the company.
- Developing project management practices relevant for the organization.
- Assist Project Managers in project planning, allocating resources and co-ordinating with internal & external parties.
- Ensure all projects undertaken by the company are completed within the timelines and allocated budgets.
- Maintain the Project Directory of the company.
- Training Project Managers on project management skills.
- Assist Project Managers in developing full scale project plans and associated communication documents.
- Assist Project Managers in estimating resource requirements for effective execution of the projects.
- Closely monitoring all the projects undertaken by the company for any deviations in time and costs.
- Assist Project Managers is evaluating project dependencies.
- Provide early warnings to Project Managers of delays / cost overruns regular updates on the progress of projects to the CEO / Senior Management team.

Qualifications and Experience: -

- PMP / PRINCE 2 qualification
- Demonstrated experience in project management
- Strong familiarity with project management software, such as MS Project
- Experience in working both independently and in a team-oriented, collaborative environment is essential
- Minimum 5 years working experience as a Project Manager or in a Project Management Office
- Experience in setting up a project management office is preferred
- Project related experience in telecommunication / IT environment would be an advantage

An attractive remuneration package along with other fringe benefits await the selected candidate.

Please forward your complete resume with contact details of two non-related referees to reach us within 07 days of this advertisement quoting MSL Ref No. in your application.

**MSL Management Systems (Pvt) Ltd.**

No: 08 Tickell Road, Colombo 08.

[mslr@sltnet.lk](mailto:mslr@sltnet.lk)

[www.bposrilanka.com](http://www.bposrilanka.com)