

Database Management

We provide support and updates to your existing database. Whether it's a one-time update or ongoing maintenance, we provide database services to suit your needs.



Data Entry

We provide data entry and data analysis services for your business. In whatever form you use, we will work with you so you can get the most out of your data, whether it's simply a client list or more extensive data entry.

DATABASE SERVICES

For more information contact:

Consortium of Humanitarian Agencies

No 86, Rosmead Place, Colombo 7.

Tel/Fax : +94-11-4610943

eMail : databaser@cha.lk or hrdu2@cha.lk

Website: www.humanitarian-srilanka.org



CHA Invite you to participate for a Workshop on

HYPNOTHERAPY AND TRAUMA

on
Friday 16th July 2010 from 9.30AM to 4.30PM

at
Consortium of Humanitarian Agencies, No 86 Rosmead Place Colombo 07

TARGET GROUP

Especially for doctors, dentists, nurses, psychologists, experienced counselors, and other people with medical or mental health background, or permission of the instructor.

Please forward your confirmation by Tuesday 13th July 2010 to Francisca 0114-610-943 info@cha.lk

Reservations ONLY by prior confirmation as seats are limited

Maximum of 02 participants from an organization will be accepted.

First preference given for PSF Forum members.

RESOURCE PERSON - DR. JANET LEVALLEY

She is an American, living in Sri Lanka for the past 7 ½ years, with internationally applied expertise in East-West Psychology, Trauma Recovery, Education, Behavior Modification, Religious Studies and Alternative Medicine. Community Psychologist and specific focus is Psychosocial Support and Community Wellbeing among trauma-recovering populations. She has been providing psychosocial support and curriculum for trauma intervention in the Northern Province, responsive to the tsunami and civil instability

EDUCATION

PhD: E-W Psychology (California Institute of Integral Studies, San Francisco, CA, USA 1993),

MA: Sociology (University of California, Riverside, CA, USA, 1978),

BA: Sociology (California State University, San Bernardino, CA, USA, 1974),

AA: English (RCC, Riverside, CA, USA, 1972),

Certificates & Diplomas in: Trauma Therapies & Disaster Psychology (University of Leipzig, Germany, 2006);

Religious Studies; Behavioral Therapy; Early Childhood Education; ECE Director certification; Counseling

Hypnotherapy, Hypnosis and Medical Hypnosis; Chinese Traditional Medicine; Acupressure; Energy Medicine; 1st Aid, CPR; Sacred Art

Participants are encouraged to present issues raised in current cases for discussion

Cost Rs. 250/- per participant (inclusive of Lunch & Refreshments)

Project Management Solution's - Upcoming Training Events

Mobilizer's Skills Set

Objectives

- To learn basic concepts of mobilization
- Understand the role of a mobilizer
- Gain basic skills required to be an effective mobilizer

Course Content

- **Goal of mobilization;** poverty eradication, good governance, change in social organization, community capacity development, empowering low income and marginalized people, and gender balance.

- **Know Your Basic Concepts:**

- What is development
- Community development
- Community participation
- Poverty
- Community Empowerment
- Transparency
- Sustainability

- **Mobilization Cycle**

- **Role of a Mobilizer**

- **Know Your Target Community**

- **Know Your Skills**

- Communication skills
- Organizing skills
- Management skills
- Financial recording
- Reporting skills
 - Project Design, Proposals,
 - Implementing the Community Plan
 - Monitoring

Dates : 16, 17, 18 August 2010

Venue : Christa Illum, Kalmunai

Course Fee : Rs. 12,000 +VAT+NBT

Medium : English with Tamil Interpretation
(Course materials will be given in both languages)

Further information please contacts:

Malintha Perera
Manager Training
Project Management Solutions
22, Kilulapona Avenue,
Colombo 05
060-2186017,
0772-511-711,
malintha@pms.lk



Since commencing operations in Sri Lanka in 1995, ZOA Refugee Care continues to be a field-based rehabilitation and emergency response organisation. The Mission of ZOA Refugee Care Sri Lanka is to support refugees, internally displaced people, returnees and other Sri Lankans affected by conflict or natural disaster in their transition from conflict to peace, from insecurity to stability, from relief to development and from dependence to self-reliance. ZOA is active in the sectors of Shelter & Infrastructure, Water & Sanitation, Food Aid, Livelihood and Community Enhancement. Currently ZOA operates in the districts of Anuradhapura, Mannar, Trincomalee, Jaffna, Batticaloa, Kilinochchi, Mullaitheevu, Vavuniya and Ampara.

We are looking for a suitable candidate to take up the post of

Internal Auditor

(Based in Colombo or in one of the districts offices with frequent travelling to other districts and Colombo)

Profile

To carry out independent appraisals of the effectiveness of the policies, procedures and standards by which ZOA Sri Lanka's financial and physical resources are managed, and to recommend corrective and preventive measures.

Main Responsibility:

- Preparation and implementation of Audit Plan in an integrated, holistic and professional manner
- Reporting on field audits, including findings and recommendations for procedural changes
- Review and expansion of procedure manual
- Providing the management team with an opinion on the internal controls in ZOA Sri Lanka, whenever required
- Conduct program and project audits
- Train relevant staff in the application of ZOA's policies, procedures and standards
- Review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for the country office and the International Head Office

Requirements:

- 4-6 years of relevant working experience in a similar position
- Relevant professional qualification (desirable intermediate level CIMA / CMA / ICASL)
- Excellent writing skills in English and attention to detail
- Fluent in Tamil and English and preferably working knowledge of Sinhala.
- Computer literacy with skills in Microsoft Office packages
- Willingness to travel extensively to the North and East and Colombo
- Adherence to ZOA's Christian ethos or strong Christian commitment
- Thorough knowledge of audit procedures
- Knowledge of financial and inventory management software
- Ability to gather, analyse and evaluate facts and prepare and present concise oral and written reports
- Honesty and Ability to maintain absolute confidentiality
- Ability to work with limited supervision and conduct inquiries independently
- Ability to establish and retain effective working relationships with other ZOA staff

Equally qualified female candidates are particularly encouraged to apply.

ZOA offers a competitive package comparable with International NGO Standards.

The Salary range for this position is Rs. 40,000.00 – 70,000.00 depending on qualification and experience.

Please send in your applications including an explanation of your suitability and motivation for the post, with complete bio-data and the names and contact numbers of two non related referees on or before **21st July 2010** to jobs@zoasrilanka.org.
(Indicate the position in the subject line of the e-mail)

Human Resources Officer
ZOA Refugee Care -Netherlands
Tel : 011 7529600
E mail: jobs@zoasrilanka.org

We thank all for applying. Only short listed candidates will be notified.