

CURRICULUM VITAE

First Name : Himani Sharmila Elangasinghe

Date of Birth : 12 January 1963

Nationality : Sri Lankan

Contact numbers: : 94-777274629 or 94-1-1-4963454

Key Qualifications

I have over twenty years experience in the secretarial/administrative and Human Resource areas. I started my career as a Junior Secretary attached to an International Water Sanitation Project Kampsax-Kruger. My work involved preparation of field reports, taking down minutes of field meetings, budget preparation and handling daily wages for minor workers etc. I joined International Water Management Institute, a non-profit autonomous water management organization with around 350 international and national staff all around the world and is funded by 58 governments, private foundations etc. Since I started working at IWMI I have handled various secretarial/administrative/human resource functions mainly, handling international staff leave records, provided logistical and administrative support to the IWMI Board of Governors from 1989-1999, using web based tools helping setting up websites and maintaining those, organizing and participating in Institute's Induction programs, help with the Recruitment process by hosting and preparing awareness programs. In addition I work as the Editorial Board Secretary to the Institute's Research Publications Committee providing necessary follow-up procedures with internal/external reviewers and overseeing smooth production of Institute's Research Reports. Apart from this I work as a Respectful Workstation Advisor and provide much needed moral and emotional support to the number of staff who are affected with various harassments at IWMI and paving the way for problem solving in liaison with the Management.. In December 2008 I have been assigned the Assistant to the Theme Leader, Water Quality, Environment and Management by the Institute and currently holding that position.

Education:

2004: Diploma in Human Resource Management at the Institute of Personnel Management with "Merit" pass. The areas covered are:

1. Management Function and Introduction to Human Resource Management
2. Organizational structure and design
3. Introduction to HR Management functions role of HR Manager
4. Job analysis, job design, job description
5. recruitment, selection, induction and orientation, Manpower policy and planning process
6. Performance management. Job evaluation, principles and practices, Performance appraisal, appraisal interviews
7. Economic analysis of labour, Conditions of employment and benefits cost management
8. Incentive schemes – Theory and practices, Pay concepts, practice and determination of pay
9. Organizational behaviour- concepts and practice, Individual behaviour – Psychology
10. Employee attitudes and measurement
11. Motivation – Concepts and practice

12. Communication
13. Group dynamics and informal organization
14. Leadership
15. Decision making
16. Role of training and development, Learning philosophy and identifying training and development needs
17. Resourcing of training, Evaluation of training – Techniques and application
18. Management development, career and succession planning
19. Orgnaization development concept and scope
20. Planned organizational change
21. Manager as a Change agent
22. Understanding Corporate Environment
23. OD intervention
24. Strategy in organization, Strategic management process, Strategic approach to HR Mangement
25. Industrial relations- Theory and concept
26. Employer organization- Employee organisations
27. Role of the state and labour department
28. Grievance handling
29. Collective Bargaining
30. Employee Counselling
31. Employee discipline – Concepts principles and approaches
32. Disciplinary procedure
33. Industrial action and disputes resolution
34. Disciplinary procedure
35. Industrial law
36. Introduction to Statistics
37. Central tendency, dispersion and correlation analysis
38. Graphical presentation of data
39. Introduction to computer technology
40. Concept of profitability and sampling

Successfully passed the G. C. E. Advance level 1981 and obtained passes in the following subjects :

Botany
 Zoology
 Chemistry
 Physics

Language skills:

	<u>Writing</u>	<u>Spoken</u>
English	Excellent	Fluent
Sinhala	Excellent	Fluent
French	Fair	Fair

Professional experience: Theme Leader Assistant

- **2008 – to present** - Coordinate with project leaders, as agreed with TL, on outputs agreed from the Theme’s projects to ensure completion of same on agreed timelines and update the TL on progress in a timely manner.
- Act as liaison between the TL’s office and project leaders, researchers, office heads, theme leaders and regional directors.
- Act as contact person between finance, program office, project leaders to ensure timely issuance of project codes.

- Coordinate with Finance on all financial tasks of the TL's office in consultation and agreement with the TL.
- Report to and/or seek advice from TL on actions required to ensure the following:
 - ⇒ theme budgets are duly approved by TL prior to forwarding to finance
 - ⇒ staff time allocations by researchers/project leaders are in line with budget
 - ⇒ all financial commitments of the theme are recorded in the SAP system accurately and liaise with finance on expenditure/balance reporting
- Coordinate and follow up with the TL and/or project leaders on human resources activities such as contract renewals, probation confirmations, completion of performance appraisal reviews, etc. of theme staff, maintaining strict confidentiality, to ensure that TL conveys his/her decisions to HR in a timely manner.
- Liaise with administrative services with purchasing facilities and sourcing of required services.
- Provide assistance for meetings and conferences and make required arrangements.
- Coordinate travel arrangements for the TL and confirm logistics prior to TL's travel.
- Assist the TL by coordinating the information search for reports, etc. through e-project/e-library
- Update content of Theme and Project web pages as required.
- Provide cover for other Assistants to Theme Leaders as required
- Perform other related duties from time to time as required by the TL.

2001 – 2008 -: As Senior Secretary to the Global Research Division:

- 1) Under general direction as to priorities and approach, assist the Group of staff with day-to-day administration of a group, undertaking a broad range of secretarial, clerical and/or administrative activities requiring sound initiative and judgment and proven secretarial/administrative expertise.
- 2) Maintain an appreciation of factors and priorities affecting the day-to-day operations of the unit. Make sound decisions about action on issues arising during the absences of colleagues to whom I am providing support, consulting appropriately on such action before acting. Make arrangements for and receive visitors to the group.
3. Word processing of technical and/or administrative reports, including editing and appropriate formatting. Undertake dictation, prepare correspondence, and take minutes of meetings at GRD group meetings and follow-up action required.
- 4) Assist in travel arrangements for professional staff by arranging suitable itineraries through IWMI travel office. Prepare and process travel forms and expense accounts on behalf of professional staff
- 5) Set-up, maintain, filing system and record keeping procedures and electronically filing emails of the group of researchers
- 6) Undertake activities such as preparing visual presentations, organizing meetings and travel, providing administrative and secretarial support at workshops, making travel arrangements and finalizing post-travel administration and enter data on databases

As the Editorial Board Secretary to the Institutes' Research Publications Committee

- 7) Maintain and update the RPC database with information on completed research reports and the status of Research reports in the pipeline
- 8) Coordinate submission and review of Research Reports by
 - > Tracking progress of RRs in the pipeline from submission to the RPC, internal/external review, and submission to IKG for publication
 - > Coordinate internal and external reviews according to suggestions from relevant Theme Leader and agreed timelines per the RR review process
 - > arrange with Accounts Department for payment to external reviewers
- 9) Support the Research Publications Committee

>actively manage the RPC webpage with relevant documents, policies and other notices

As the Respectful Workspace Advisor

- respecting the dignity and rights of staff, primarily be setting examples of good behavior in their dealings and interactions with others
- creating awareness in the workplace for prevention of harassment
- being current and conversant with procedures and policies including disciplinary and grievance procedures;
- being a source of dignity information and support;
- maintaining strict confidence concerning all discussions with victims of harassment;
- serving as the first step of assistance for those who feel they have been harassed
- understanding the situation; identifying the type or category of the dignity issue(s) in question; i.e. determining whether it is harassment or poor-management; and providing guidance on the available options for recourse;
- building and sustaining a network for back-up support within the group of RWAs;

1986-2001 April

Secretary/HR Admin Officer: Office of the Director, Finance and Administration

Responsible for overall secretarial duties of the DFA's office, while assisting the Senior Secretary.

- > Prepared Board agendas, made logistical arrangements for the Board and prepared Board documentation and manned the Board secretariat.
- Handling consultancy contracts
- Setting up international staff files/ medical and maintaining leave records of International staff

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Secretary/Admin Officer: Office of the Director General

Handled secretarial work of the DG's office while helping the Senior Secretary in the day to day activities

- a. Attended to sort, date stamp and distribution of internal and external mail
- b. Prepared trip files of the Director General
- c. Made logistical arrangements for the DG and senior staff participation at Conferences/Workshops
- d. Handled Visitors of the DG
- e. Electronically filed DG's mail

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List of projects/memberships:

Honorary Member of the Institute of Personnel Management, Sri Lanka

Associate Member of the Consultative Group of International Association R's and Diversity Group

Member of the Web page Group of the Institutions and Policies Group

Secretary of the Institute's 2001 Welfare and Recreation Society

Committee member for the 2001 Annual Dinner Dance Group

Secretary to the 2001 ADB Pro-Poor Workshop held at the Colombo Hilton

Secretary to the Dialogue Workshop held in December 2000

Asst. Secretary 1998 Welfare and Recreation Society

Secretary to the first External and Program Review Team of IWMI

Other qualifications:

Computer literate in Microsoft Office (MS Word, Excel, Access and PowerPoint)

Presently pursuing a Diploma in Interior Designing at the National Institute of Business Management which is affiliated with the Limkokwick University of Creative Technology, Malaysia.

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Signature

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Date

Referees:

Julie van der Blik
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Pay Drechsel
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