

EXECUTIVE SECRETARY – 01

Posted on Monday, June 1st, 2026



SRI LANKA RED CROSS SOCIETY

If you are proactive, highly motivated, results oriented and ready to embark on a challenging career

Come join us!

POST	QUALIFICATION & EXPERIENCE	COMPETENCIES REQUIRED
Executive Secretary Based in National Headquarters in Colombo HRM 014/2026 Attractive Remuneration, depending on your Qualifications, Experience & Competencies	<p>A Degree in either Secretarial Studies, Secretarial Administrative Practice, Human Resources Management, or a related discipline.</p> <p>with</p> <p>03 years of post-qualification experience.</p> <p>OR</p> <p>A Diploma in either Secretarial Studies, Secretarial Administrative Practice, Human Resources Management, or a related discipline.</p> <p>with</p> <p>05 years of post-qualification experience</p>	<ul style="list-style-type: none">• Proven skills in delivering administration-related functions relevant to the scope.• Efficient planning, organizing, and decision-making skills.• Effective time management skills.• Conceptual & Analytical Skills with report writing abilities.• Ability to adhere to organizational rules, procedures, and protocols.• Excellent public relations, leadership, and interpersonal skills.• Well-developed language skills in oral and written Sinhala/ Tamil and English• Proficient in MS Office Applications

Other Requirements

- Sound understanding of humanitarian, community, and volunteer-based service interventions.
- Should be a quick learner with the ability carry out SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability to work under challenging circumstances.
- Abide by and work according to Red Cross and Red Crescent Fundamental Principles.

The SLRCS conducts its general administrative and operational affairs in English Language. The appointment will be on a fixed term contract basis. Only short-listed applicants will be called for interviews.

Please email your application to jobs@redcross.lk on or before 10.06.2026 (HRM 014/2026)