



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

Assistant Manager – Reporting and Communications

01 Position

Based at the National Headquarters in Colombo

HRM 035/2026

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QUALIFICATION & EXPERIENCE

A Bachelor’s Degree in either Mass Media, Mass Communications, or Media Studies, Journalism or related discipline from a recognized institution. Degree in either mass media, mass communications, or media studies, journalism or related discipline from a recognized institution.

With

03 years of post-qualification experience in a similar managerial capacity with hands-on experience

COMPETENCIES REQUIRED

- Effective time management and ability multiple projects simultaneously
- Expert communication skills
- Sound conceptual and analytical skills with report writing, copywriting and media management abilities.
- Proven skills in budget administration, human resources, logistics, and assets management.
- Good in external and internal coordination relevant to project implementation.
- Advanced public relations, leadership, and interpersonal skills.
- Excellent language skills in oral and written English and Sinhala/ Tamil.
- Proficient in MS Office applications, social media management and other relevant applications.

Sri Lanka Red Cross Society is committed to upholding equal opportunities for all Sri Lankans as the largest humanitarian network in the country. We strive to build a team that mirrors the diversity of Sri Lanka, ensuring fair access for individuals of all races, religions, genders, ages, sexual orientations, and different abilities. SLRCS has a zero-tolerance policy on child abuse & sexual harassments. Your enthusiasm and skills are greatly valued in furthering our humanitarian mission and we encourage candidates from diverse backgrounds to apply and join us in creating a significant impact.

General Requirements

- Sound understanding of humanitarian, community and volunteer-based service interventions.
- Should be a quick learner with the ability of adhering to SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability of working 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 a written assessment followed by an interview.