MANAGER – HUMAN RESOURCES & ADMINISTRATION – 1

Posted on **Thursday, November 26th, 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

Manager – Human Resources & Administration

01 Position

Based in National Headquarters in Colombo

HRM 038/2026

Attractive Remuneration, depending on the Qualifications, Experience & Competencies

QUALIFICATION & EXPERIENCE

A Bachelor's Degree in Human Resource Management, Business Administration, Management, or a related discipline from a recognized university.

With

A minimum of 8–10 years of relevant experience in Human Resources, including at least 3–5 years in a managerial capacity.

A professional qualification in Human Resource Management (CIPM, IPM, or equivalent) will be an added advantage.

COMPETENCIES REQUIRED

- Strong knowledge of Sri Lankan labour laws, employment regulations, HR policies, and best practices.
- Proven experience in strategic HR management, organizational development, employee relations, and HR systems.
- Excellent leadership, communication, negotiation, analytical, and decision-making skills.
- High levels of integrity, professionalism, confidentiality, and interpersonal skills.

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 with the ability of working in challenging circumstances.
- Abide by and work according to the Red Cross and Red Crescent Movement Fundamental Principles.

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

Please email your applications to: jobs@redcross.lk on or before 05.12.2026 (HRM 038/2026)