



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 |
|--|---|--|
| <p>Branch Executive Officer</p> <p>02 Position</p> <p>Based in Kalutara & Trincomalee</p> <p>HRM 003/2025</p> <p>Attractive Remuneration, depending on your Qualifications, Experience & Competencies</p> <p>(Preference will be given for applicants residing within the Kalutara & Trincomalee District)</p> | <p>• A Degree in either Sociology, Business Management, Economics, Public Administration, Health & Care, Law, Engineering or related discipline from a recognized institution.</p> <p>with</p> <p>• 03 years' post qualification experience in project administration or implementation.</p> <p>OR</p> <p>• A Diploma in either Sociology, Social Work, Business Management, Economics, Public Administration, Health & Care, or related discipline.</p> <p>with</p> <p>• 05 years' post qualification experience in project administration or implementation.</p> | <p>• Demonstrated experience in administration, human resources, logistics and assets management.</p> <p>• Excellent conceptual & analytical skills in relation to community development.</p> <p>• Well-developed skills in field coordination, project implementation and community mobilization.</p> <p>• Excellent public relations, leadership, and interpersonal skills.</p> <p>• Well-developed language skills in oral and written Sinhala/ Tamil and English.</p> <p>• Proficiency in MS Office Applications</p> |

General 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 or post to Director General, Sri Lanka Red Cross Society, No 106, Dharmapala Mawatha, Colombo 07. On or before 28.01.2025 (HRM)