

# Branch Executive Officer – Kurunegala Branch.

Posted on Tuesday, September 19th, 2023

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

*Come join us*

| POST  | QUALIFICATION<br>and EXPERIENCE   | COMPETENCIES REQUIRED   |
|---|---|---|
| <b>Branch Executive Officer</b><br><b>01 Position</b><br><b>Based in kurunegala</b>             | <ul style="list-style-type: none"><li>· A Degree in either Sociology, Business Management, Economics, Public Administration, Health &amp; Care, Law, Engineering or related discipline from a recognized institution.</li></ul> | <ul style="list-style-type: none"><li>· Demonstrated experience in administration, human resources, logistics and assets management.</li><li>· Excellent conceptual &amp; analytical skills in relation to community development.</li></ul> |
| <b>HRM 836</b>  | <p>with</p> <ul style="list-style-type: none"><li>· 03 years' post qualification experience in project administration or implementation.</li></ul>  | <ul style="list-style-type: none"><li>· Well-developed skills in field coordination, project implementation and community mobilization.</li><li>· Excellent public relations, leadership, and interpersonal skills.</li></ul>               |
| <b>Attractive Remuneration, depending on your Qualifications, Experience &amp; Competencies</b> | <p><b>OR</b></p> <ul style="list-style-type: none"><li>· A Diploma in either Sociology, Social Work, Business Management, Economics, Public Administration, Health &amp; Care, or related discipline.</li></ul>                 | <ul style="list-style-type: none"><li>· Well-developed language skills in oral and written Sinhala/ Tamil and English</li><li>· Proficiency in MS Office Applications</li></ul>   |
| <b>(Preference will be given for applicants residing within the Kurunegala District)</b>        | <ul style="list-style-type: none"><li>· 05 years' post qualification experience in project administration or implementation.</li></ul>  |   |

## 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](mailto:jobs@redcross.lk) or post to Director General, Sri Lanka Red Cross Society, No 106, Dharmapala Mawatha, Colombo 07, on or before 30.09.2023 (HRM 836)