

# Assistant Manager – Reporting, Monitoring and Evaluation

Posted on Wednesday, September 27th, 2023

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

*Come join us*

| POST                                                                        | QUALIFICATION & EXPERIENCE                                                                                                                                                                        | COMPETENCIES REQUIRED                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Assistant Manager<br/>– Reporting,<br/>Monitoring and<br/>Evaluation</b> | <ul style="list-style-type: none"><li>· A Degree in either Disaster Management, Agriculture, Social Science, Statistics, Economics or related discipline from a recognized institution.</li></ul> | <ul style="list-style-type: none"><li>· Manage and support overall reporting, monitoring and evaluation.</li><li>· Fair knowledge in Climate Change Adaptation and Mitigation sector.</li><li>· Well-developed skills in coordination and community mobilization.</li><li>· Excellent public relations, leadership, and interpersonal skills.</li><li>· Excellent demand in language skills in oral and written English and preferably Sinhala/ Tamil.</li></ul> |
| <b>01 Position</b>                                                          |                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>HRM 837</b>                                                              | With                                                                                                                                                                                              | <ul style="list-style-type: none"><li>· Demonstrated experience in providing high quality reporting in English.</li><li>· Proficiency in MS Office Applications</li></ul>                                                                                                                                                                                                                                                                                        |
| <b>Based in the<br/>National<br/>Headquarters in<br/>Colombo</b>            | <ul style="list-style-type: none"><li>· 03 years' post qualification experience in project reporting, monitoring and evaluation.</li></ul>                                                        | <ul style="list-style-type: none"><li>· Experience in data processing/analytical processing and evaluation and computers.</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 10.10.2023 (HRM 837)**