

Post of Branch Executive Officer (2) – Ratnapura and Matale

Posted on Wednesday, January 10th, 2024

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

Come join us

POST	QUALIFICATION & EXPERIENCE	COMPETENCIES REQUIRED
------	----------------------------	-----------------------

Branch Executive Officer

02 Positions

Based in

Rathnapura

&

Matale

HRM 001/2024

Attractive

Remuneration, depending on

your

Qualifications,

Experience &

Competencies

(Preference will

be given for

applicants

residing within

the Rathnapura &

Matale District)

· A Degree in either Sociology, Business Management, Economics, Public Administration, Health & Care, Law, Engineering or related discipline from a recognized institution.

with

· 03 years' post qualification

experience in project

administration or

implementation.

OR

· A Diploma in either Sociology, Social Work, Business Management, Economics, Public Administration, Health & Care, or related discipline.

with

· 05 years' post qualification

experience in project

administration or

implementation.

· Demonstrated experience in administration, human resources, logistics and assets management.

· Excellent conceptual & analytical skills in relation to community development.

· Well-developed skills in field coordination, project

implementation and community mobilization.

· Excellent public relations, leadership, and interpersonal skills.

· Well-developed language skills in oral and written Sinhala/ Tamil and English

· Proficiency in MS Office Applications

Other 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 21.01.2024 (HRM 001/2024)