

# Post of Reporting Officer – Kurunegala Branch

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
Reporting Officer		<ul style="list-style-type: none"><li>· Expert communication skills</li><li>· Effective time management and ability multiple projects simultaneously</li></ul>
01 Position		
Based in Kurunegala Branch	<ul style="list-style-type: none"><li>· A Degree In either Agriculture, Environmental Management, Climate Change, Mass Communications, Business Administration, or related discipline from a recognized institution.</li></ul>	<ul style="list-style-type: none"><li>· Sound conceptual and analytical skills with report writing abilities.</li><li>· Proven skills in budget administration and human resources, logistics, and assets management.</li></ul>
HRM 003/2024	With	<ul style="list-style-type: none"><li>· Good in external and internal coordination relevant to project implementation.</li><li>· Advanced public relations, leadership, and interpersonal skills.</li><li>· Excellent language skills in oral and written Sinhala/ Tamil and English.</li><li>· Proficient in MS Office Applications.</li></ul>
Attractive Remuneration, depending on your Qualifications, Experience & Competencies	<ul style="list-style-type: none"><li>· 02 years' post qualification experience in similar managerial capacity with hands-on experience.</li></ul>	

## 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](mailto: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 003/2024)