



**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><b>Branch Executive Officer</b></p> <p><b>05 Positions</b></p> <p><b>Based in</b></p> <p><b>Vavuniya/Polonnaruwa/Galle/Hambanthota/ Kilinochchi</b></p> <p><b>HRM 030/2024</b></p> <p><b>Attractive Remuneration, depending on your Qualifications, Experience &amp; Competencies</b></p> <p><b>(Preference will be given for applicants residing within the Galle, Polonnaruwa, Vavuniya, Hambanthota, Kilinochchi District)</b></p>	<p>· A Degree in either Sociology, Business Management, Economics, Public Administration, Health &amp; Care, Law, Engineering or related discipline from a recognized institution.</p> <p><b>with</b></p> <p>· 03 years' post qualification experience in project administration or implementation.</p> <p><b>OR</b></p> <p>· A Diploma in either Sociology, Social Work, Business Management, Economics, Public Administration, Health &amp; Care, or related discipline.</p> <p><b>with</b></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 &amp; 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>

The Sri Lanka Red Cross Society is committed to upholding equal opportunities for all Sri Lankans as the largest humanitarian network in the country. We strive to build a team that mirrors the diversity of Sri Lanka, ensuring fair access for individuals of all races, religions, genders, ages, sexual orientations, and different abilities. SLRCS has a zero-tolerance policy on child abuse & sexual harassments. Your enthusiasm and skills are greatly valued in furthering our humanitarian mission and we encourage candidates from diverse backgrounds to apply and join us in creating a significant impact.

**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, [shiromi.ediriarachchi@redcross.lk](mailto:shiromi.ediriarachchi@redcross.lk) , On or before 22.11.2024 (HRM 030/2024)