

Assistant Manager – Reporting and Communications (Based in National Headquarters in Colombo) – HRM 793

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

Assistant Manager – Reporting and Communications Based in National Headquarters in Colombo (01 Position) HRM 793

QUALIFICATION & EXPERIENCE

• A Bachelor's Degree in either Mass Media, Mass Communications, or Media Studies, Journalism, Business Administration, or related discipline from a recognized institution.

With

• 03 years of post-qualification experience in a similar managerial capacity with hands-on experience

COMPETENCIES REQUIRED

- Technical competencies in managing the components in the field of Disaster Management including the ability to practice community-based disaster management approaches, and techniques.
- Advanced capabilities in project designing/planning, project implementation, monitoring, and reporting.
- Proven skills in budget administration and human resources, logistics, and assets management.
- Good in external and internal coordination relevant to project implementation.
- 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 to adhere to SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and able of working 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 and 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 the

Director-General,

Sri Lanka Red Cross Society,

No. 106, Dharmapala Mawatha,

Colombo 07

on or before 08.06.2022 with Reference Number (HRM 793)