

Event and Administration Coordinator (Based in National Headquarters in Colombo) – HRM 794

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

Event and Administration Coordinator Based in National Headquarters in Colombo (01 Position) – HRM 794

QUALIFICATION & EXPERIENCE

• A Bachelor's Degree either in Events Management, Business Management, Marketing, Communications & Public Relations, or related discipline from a recognized institution.

with

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

COMPETENCIES REQUIRED

- Expert skills in negotiations and problem-solving.
- Time management and multitasking skills
- 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.
- Excellent language skills in oral and written Sinhala/ Tamil and English.
- Proficient 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 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 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 794)**