

Executive Secretary – Based in National Headquarters in Colombo – HRM 795

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

Executive Secretary

Based in National Headquarters in Colombo – HRM 795

QUALIFICATION & EXPERIENCE

• A Diploma in either Secretarial Studies / Secretarial Administrative Practice, Human Resources Management, or a related discipline.

with

• 05 years of post-qualification experience.

COMPETENCIES REQUIRED

- Proven skills in delivering administration-related functions relevant to the scope.
- Efficient planning, organizing, and decision-making skills.
- Effective time management skills.
- Conceptual & Analytical Skills with report writing abilities.
- Ability to adhere to organizational rules, procedures, and protocols.
- Excellent public relations, leadership, and interpersonal skills.
- Well-developed 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 795)