

Branch Executive Officer (Based in Jaffna) HRM 804

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

Branch Executive Officer Based in Jaffna – HRM 804

(Preference will be given to applicants residing within the Jaffna District)

QUALIFICATION & EXPERIENCE

• A Degree in either Sociology, Business Management, Economics, Public Administration, Health & Care, Law, Engineering or related discipline from a recognized institution.

with

• 03 years post qualification experience in project administration or implementation.

OR

• A Diploma in either Sociology, Social Work, Business Management, Economics, Public Administration, Health & Care, or related discipline.

with

• 05 years post qualification experience in project administration or implementation.

COMPETENCIES REQUIRED

- Demonstrated experience in administration, human resources, logistics and assets management.
- Excellent conceptual & analytical skills in relation to community development.
- Well-developed skills in field coordination, project implementation and community mobilization.
- 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 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 the 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 or post to

Director General,

Sri Lanka Red Cross Society,

No 106, Dharmapala Mawatha,

Colombo 07. On or before 23.08.2022 (HRM 804)