

HR & Admin Assistant (Based at National Headquarters)

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

HR & Admin. Assistant

(01 Position)

Based in National Headquarters

QUALIFICATION & EXPERIENCE

- GCE Advance Level qualified with
- 01year post qualification experience in similar capacity
- Completion of a certificate level course in Human Resources Management in a recognized institution and the ability to preparation salaries in a salary system are additional qualification

COMPETENCIES REQUIRED

- Knowledge in MS Office
- Good communication and inter-personal skills
- Language skills in oral and written Sinhala/ Tamil and English

Other 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.

Attractive Remuneration, depending on your Qualifications, Experience & Competencies

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 14.02.2023 (REFHRM 820)