

Post of Branch Executive Officer – Matara

Posted on Thursday, September 7th, 2023

If you are proactive, highly motivated, results oriented and ready to embark on a challenging career

Come join us

POST	QUALIFICATION & EXPERIENCE	COMPETENCIES REQUIRED
Branch Executive Officer 01 Position Based in Matara HRM 834	<ul style="list-style-type: none">· A Degree in either Sociology, Business Management, Economics, Public Administration, Health & Care, Law, Engineering or related discipline from a recognized institution. with <ul style="list-style-type: none">· 03 years' post qualification experience in project administration or implementation. OR <ul style="list-style-type: none">· A Diploma in either Sociology, Social Work, Business Management, Economics, Public Administration, Health & Care, or related discipline. with <ul style="list-style-type: none">· 05 years' post qualification experience in project administration or implementation.	<ul style="list-style-type: none">· 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
Attractive Remuneration, depending on your Qualifications, Experience & Competencies (Preference will be given for applicants residing within the Matara District)		

General 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.

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 20.09.2023 (HRM 834)