

BRANCH EXECUTIVE OFFICER – 01

Posted on Monday, September 8th, 2025



SRI LANKA RED CROSS SOCIETY

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

Come join us!

POST	QUALIFICATION & EXPERIENCE	COMPETENCIES REQUIRED
<div>Branch Executive Officer</div> <div>01 Position</div> <div>Based in KALUTARA</div> <div>HRM 014/2025</div> <div>Attractive Remuneration, depending on your Qualifications, Experience & Competencies</div> <div>(Preference will be given to applicants residing within the Kalutara District)</div>	<div>• A Degree in either Sociology, Business Management, Economics, Public Administration, Health & Care, Law, Engineering or related discipline from a recognized institution.</div> <div>with</div> <div>• 03 years' post qualification experience in project administration or implementation.</div> <div>OR</div> <div>• A Diploma in either Sociology, Social Work, Business Management, Economics, Public Administration, Health & Care, or related discipline.</div> <div>with</div> <div>• 05 years' post qualification experience in project administration or implementation.</div>	<div>• Demonstrated experience in administration, human resources, logistics and assets management.</div> <div>• Excellent conceptual & analytical skills in relation to community development.</div> <div>• Well-developed skills in field coordination, project implementation and community mobilization.</div> <div>• Excellent public relations, leadership, and interpersonal skills.</div> <div>• Well-developed language skills in oral and written Sinhala/ Tamil and English</div> <div>• Proficiency in MS Office Applications</div>

The Sri Lanka Red Cross Society is committed to upholding equal opportunities for all Sri Lankans as the largest humanitarian network in the country. We strive to build a team that mirrors the diversity of Sri Lanka, ensuring fair access for individuals of all races, religions, genders, ages, sexual orientations, and different abilities. SLRCS has a zero-tolerance policy on child abuse & sexual harassments. Your enthusiasm and skills are greatly valued in furthering our humanitarian mission and we encourage candidates from diverse backgrounds to apply and join us in creating a significant impact.

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 15.09.2025 (HRM 014/2025)