



Be a part of the revolution in the Sri Lankan Pre-Hospital Care Emergency Response Ambulance Service



“1990 Suwa Seriya Foundation” is Sri Lanka’s pioneering Emergency and Pre-Hospital Care Ambulance Service operating under the Ministry of Health & Mass Media. The Foundation operates a life-saving emergency ambulance service with 322 ambulances islandwide.

The Board of Management invites applications from suitably qualified, dynamic and results-oriented individuals for the position of **Head of Human Resources & Administration**. The Head of Human Resources & Administration will provide strategic and operational leadership to the Foundation’s human resources and administrative functions, supporting a high-performing workforce and the uninterrupted delivery of nationwide emergency ambulance services.

Head of Human Resources & Administration

Job Profile

The Head of Human Resources & Administration will be responsible for providing strategic leadership and overall management of the Foundation’s human resources and administrative functions, ensuring alignment with its strategic and operational objectives. The role encompasses workforce planning, recruitment and selection, employee and industrial relations, performance management, talent management, learning and development, remuneration and benefits, succession planning, HR policy development, HR analytics and compliance with applicable labor laws. The position will also oversee general administration, facilities management, office services and workplace support to ensure the efficient and effective functioning of the Foundation.

Key Responsibilities

- Develop and implement human resources and administration strategies aligned with the Foundation’s strategic and operational objectives.
- Lead workforce planning, recruitment, selection, onboarding and retention to ensure that the Foundation has the required workforce capacity and capabilities.
- Develop, implement and continuously improve HR policies, procedures, systems and internal controls, ensuring effective governance and consistent application across the Foundation.
- Lead performance management, talent management, learning and development, career-development and succession planning initiatives.
- Build a positive workplace culture and promote high levels of employee engagement, accountability, inclusion and performance.
- Manage employee and industrial relations, including disciplinary processes, grievance handling, dispute resolution and engagement with trade unions and relevant authorities.
- Ensure compliance with applicable labor laws, statutory requirements, government regulations and approved HR policies and procedures.
- Oversee remuneration, employee benefits, attendance, leave administration and other HR-related processes, ensuring accuracy, fairness and compliance.
- Oversee HR information systems, employee records, statutory reporting and HR analytics, including the preparation of reports and key performance indicators for management and the Board.
- Advise the Chief Executive Officer and senior management on workforce strategy, organizational development, employee relations and other human resource matters.
- Lead and develop the human resources and administration teams, ensuring high standards of professionalism, integrity, service and accountability.
- Oversee general administration, facilities management, office services, workplace maintenance and the effective management of administrative resources.
- Support emergency and crisis-management operations by ensuring workforce readiness, staff mobilization and continuity of essential administrative services during critical incidents.

Required Qualifications & Experience

A Bachelor’s degree in Human Resource Management, Business Administration, Management, Public Administration or a related discipline, together with a Master’s degree in one of these fields and a minimum of eight years of relevant managerial experience in human resources and administration. Or A Bachelor’s degree in Human Resource Management, Business Administration, Management, Public Administration or a related discipline, together with a minimum of twelve years of relevant managerial experience in human resources and administration.

Possession of a recognized professional qualification in human resource management, such as CIPM Sri Lanka, CIPD, SHRM or an equivalent qualification, will be a distinct advantage.

In addition, candidates must demonstrate

- Proven senior-management experience across strategic human-resource management, workforce planning, recruitment, employee and industrial relations, performance management, talent development and administration.
- Strong knowledge of Sri Lankan labor laws, statutory employment obligations, disciplinary procedures and accepted HR governance practices.
- Experience in managing human resources and administrative functions within a large-scale organization.
- The ability to build a positive organizational culture and lead change, employee engagement and organizational-development initiatives.
- Exceptional communication, negotiation, decision-making and problem-solving skills, with the ability to engage effectively with employees, trade unions, government authorities and other stakeholders.
- Experience in a government, public-sector, healthcare or emergency-services organization will be a distinct advantage.

General Conditions

- Preference will be given to candidates with experience in large-scale or public-sector organizations.
- Willingness and ability to provide leadership on a 24/7 basis during emergencies and critical incidents.
- Applicants must demonstrate the highest standards of integrity, professionalism, confidentiality and ethical conduct.
- Applicants must be citizens of Sri Lanka. | • Applicants must be 45 years of age or below | • Applications must be submitted together with copies of certificates supporting educational and professional qualifications.
- Applicants should provide the names, addresses and contact details of two non-related referees.

Interested candidates should submit their applications by email to chairman@1990.lk or by registered post addressed to:

The Chairman, 1990 Suwa Seriya Foundation, No. 43, Horton Place, Colombo 07

The position applied for should be clearly stated in the email subject line or at the top-left corner of the envelope. Applications must include copies of certificates supporting educational and professional qualifications, together with the names and contact details of two non-related referees.

Applications must be received on or before **05 October, 2026**.