

Post of Branch Executive Officer – Polonnaruwa

Posted on Friday, May 17th, 2024

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		<ul style="list-style-type: none">· Demonstrated experience in administration, human resources, logistics and assets management.
01 Position	<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.	<ul style="list-style-type: none">· Excellent conceptual & analytical skills in relation to community development.
Based in	with	
Polonnaruwa	<ul style="list-style-type: none">· 03 years' post qualification experience in project administration or implementation.	<ul style="list-style-type: none">· Well-developed skills in field coordination, project implementation and community mobilization.
HRM 006/2024	OR	
Attractive Remuneration, depending on your Qualifications, Experience & Competencies	<ul style="list-style-type: none">· A Diploma in either Sociology, Social Work, Business Management, Economics, Public Administration, Health & Care, or related discipline.	<ul style="list-style-type: none">· Excellent public relations, leadership, and interpersonal skills.
(Preference will be given for applicants residing within the Polonnaruwa District)	<ul style="list-style-type: none">· 05 years' post qualification experience in project administration or implementation.	<ul style="list-style-type: none">· Well-developed language skills in oral and written Sinhala/ Tamil and English.
		<ul style="list-style-type: none">· Proficiency in MS Office Applications

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 26.05.2024 (HRM)