



IN CASE OF EMERGENCY

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

1990 Suwa Seriya Ambulance Service is operating with 322 Ambulances under the Ministry of Health & saving lives across the country.



Are you ready to save lives? Then join us;

Emergency Medical Technician (EMT)

Candidate Profile

- Age should be below 35
- G.C.E A/L Bio stream with 3 passes or G.C.E. A/L any stream with 3 passes and have completed a course related to Health / Nursing
- English language proficiency
- Previous experience in emergency medical service will be an added advantage.
- BMI should be between 18.5 to 24.9
- Vision acuity should be between 20/20 to 20/30

Note: All applicants are required to pass the aptitude test.

Emergency Medical Dispatcher (EMD)

Candidate Profile

- Age should be below 35
- G.C.E. A/L any stream with 3 passes
- English language proficiency
- Tamil language would be an added advantage

Note: All applicants are required to pass the aptitude test.

Ambulance Driver (Pilot)

Candidate Profile

- Age should be below 35
- Pass 6 subjects at the G.C.E. O/L
- Minimum of 2 years' experience with heavy vehicle driving license
- BMI should be between 18.5 to 24.9
- Vision acuity should be between 20/20 to 20/30

Note: All applicants are required to pass the aptitude test.

Fleet Executive

Job Profile

- Ensure the up time of the fleet
- Follow up with vendors to adhere to the timelines of repair, ensuring optimum tyre conditions and monitor accident vehicles on a daily basis

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Full / Partial qualification in Automotive from a recognized university or institute with minimum 3 years' experience in Automotive or related area

Quality Executive

Job Profile

- Gather statistical data, analyze and prepare reports
- Oversees the field evaluation reports and establish quality requirements from external suppliers

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Minimum of 1 year experience in relevant field and ability to prepare & maintain quality related reports

Database Executive

Job Profile

- Develop and maintain databases, alerts and schedules
- Liaise with developers to improve applications, establish best practices and design stable, reliable and effective databases

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Degree in Information Technology/ Computer Science or equivalent qualification from a recognized university or institute with minimum of 3 years' experience in similar capacity

Fleet Coordinator

Job Profile

- Assist in preparing budgets and reports
- Assist the fleet manager with coordinating activities of the fleet department.

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Full / Partial qualification in Automotive or Administration from a recognized university or institute with minimum 3 years' experience in Automotive, Administration or related area

District in Charge

Job Profile

- Manage all operational service level agreements, coordinate and manage fleet maintenance
- Visit ambulance locations within the relevant district for verifications and to meet the staff

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Minimum of 3 years' experience in Emergency Medical Services or Health Care

Operation Executive

Job Profile

- Assist Head of Operations and Regional Managers
- Prepare updated and detailed reports as requested, develop and maintain confidential records and files

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Minimum of 1 year experience in similar capacity and knowledge of Microsoft Office packages (Specially Word, Excel & PowerPoint)

Admin Executive

Job Profile

- Coordinate and manage day-to-day administration functions and handling responsibilities of office maintenance and cleaning

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Minimum 1 year of experience in relevant field

Finance Executive

Job Profile

- Financial record-keeping, assisting in the preparation of budgets and in the preparation of annual accounts

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Part qualified in ICASL, CIMA or equivalent professional qualification with minimum of 3 years' experience in similar capacity
- Degree in Finance or Accounting will be an added advantage

Field Quality Auditor

Job Profile

- Conduct clinical audits, conduct ambulance physical audits and record and compile audit and test results

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Diploma in Emergency Management Services, Biological Sciences, Nursing or related area will be an added advantage and minimum 3 years of experience in relevant field
- Willing to travel extensively island-wide

HR Executive

Job Profile

- Liaise and support all the functions of the HR Department
- Liaise with employees and address their requests and grievances to ensure a safe and productive workplace

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Full / Partial Professional qualification in HRM from a recognized university or institute and minimum 3 years' experience in relevant field

Quality Analyst - Emergency Command and Control Center (Call Center)

Job Profile

- Monitor test scripts to assess functionality, reliability, performance, and quality of the service
- Recommend, implement, and monitor preventative and corrective actions to ensure that quality assurance standards are achieved

Candidate Profile

- A/L any Stream with 3 passes
- Full / Partial qualification in Business Management, Business Administration or Customer Service from a recognized university or institute with minimum of 3 years' experience in customer service, or related area

Team Leader - Emergency Command and Control Center (Call Center)

Job Profile

- Work closely with the team, motivate and ensure training and development plans
- Manage the shifts as the shift incident commander

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Full / Partial qualification in Business Management, Business Administration, Customer Service from a recognized university or institute, with minimum of 3 years' experience in customer service or related area

Payroll Executive

Job Profile

- Maintain the payroll processing system and records by gathering, calculating and feeding data, and process the payroll
- Carry out all other processes related to salary processing

Candidate Profile

- A/L any stream with 3 passes.
- Degree or Professional qualification in HRM from a recognized university or institute and minimum of 3 years' experience in payroll preparation
- Strong Excel skills.

Stores Executive

Job Profile

- Issue received goods as per organization requirements.
- Maintain materials as per the monthly budgeted plan
- Physical verification of material with the maintained reports, prepare GRN and Issue Notes

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Full / Partial Professional qualification in Business Management, Administration, Supply Chain Management, Logistics, or related area from a recognized university or institute with minimum of 3 years' experience in relevant field

Training Executive

Job Profile

- Assist the Training Manager to assess current and future training needs by skill evaluation
- Plan, conduct and supervise all training programs

Candidate Profile

- G.C.E. A/L any stream with 3 passes
- Full / Partial qualification in Emergency Management Services, Biological Sciences, Nursing from a recognized university or institute, with minimum of 3 years' experience in Emergency Management Services, Biological Sciences, Nursing or related area

Assistant Manager - SCM

Job Profile

- Manage logistics process end-to-end
- Responsible for generating reports and developing presentations to help management understand the logistics perspective

Candidate Profile

- Degree or professional qualification in Business Management, Administration, Supply Chain Management, Logistics, or a related area from a recognized university or institute
- Minimum of 2 years' experience in a relevant field as a Senior Executive

Regional Manager

Job Profile

- Oversee, monitor, and control overall operations in his / her region
- Monitor and guide the District in charges to excel in operational parameters
- Anticipate and manage capacity requirements in order to keep the service running
- Liaise with the government officials and extend support to Head of Operations.

Candidate Profile

- Advanced Diploma or Degree in EMS or Paramedic with the minimum of 3 years' experience in relevant field
- Willing to travel extensively island-wide

Head of Protocol & Training

Job Profile

- Identify and analyze Emergency Management Services training needs across departments (clinical, administrative, ancillary) to develop comprehensive training plans aligned with organizational objectives
- Lead the creation, review, and revision of EMS protocols based on current medical guidelines, best practices, and research and communicate updated protocols clearly to all EMS personnel

Candidate Profile

- Advanced EMS / Paramedic qualification and Masters in Administration or Management with minimum of 8 years' experience in relevant field
- Excellent communication and leadership skills and Knowledge of relevant regulations and standards governing EMS practices

Manager of Human Resources

Job Profile

- Implementation and management of strategic aspects of the HR function including recruitment and selection, motivation, talent management, training & development, remuneration, and succession
- Manage Industrial Relations and Dispute resolution matters

Candidate Profile

- Degree in Administration / Management or Professional qualification in HRM from a recognized university or institute with minimum of 5 years' experience in overall HR functions

If you meet the minimum qualifications mentioned above, forward your resume to careers@1990.lk or send it by post on or before 09.02.2025

Please mention the position you are applying for in the subject line of the e-mail or on the upper left corner of the envelope when sending by post

Head of Human Resources & Administration, 1990 Suwa Seriya Foundation, No. 415, Kotte Road, Rajagiriya.