



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
<p>Assistant Manager – Disaster Management 01 Position</p> <p>Based in National Headquarters in Colombo</p> <p>HRM 792</p>	<ul style="list-style-type: none"> A Bachelor's Degree either in Disaster Management, Disaster Risk Management, Social Sciences, Sociology, or related discipline from a recognized institution. <p style="text-align: center;">with</p> <ul style="list-style-type: none"> 03 years of post-qualification experience in a similar managerial capacity with hands-on experience in Community-based Disaster Risk Reduction and Disaster Management. 	<ul style="list-style-type: none"> Technical competencies in managing the components in the field of Disaster Management including the ability to practice community-based disaster management approaches, and techniques. Advanced capabilities in project designing/ planning, project implementation, monitoring, and reporting. Proven skills in budget administration and human resources, logistics, and assets management. Good in external and internal coordination relevant to project implementation. Excellent public relations, leadership, and interpersonal skills. Well-developed language skills in oral and written Sinhala/ Tamil and English. Proficiency in MS Office Applications.
<p>Assistant Manager – Reporting and Communications 01 Position</p> <p>Based in National Headquarters in Colombo</p> <p>HRM 793</p>	<ul style="list-style-type: none"> A Bachelor's Degree in either Mass Media, Mass Communications, or Media Studies, Journalism, Business Administration, or related discipline from a recognized institution. <p style="text-align: center;">With</p> <ul style="list-style-type: none"> 03 years of post-qualification experience in a similar managerial capacity with hands-on experience 	<ul style="list-style-type: none"> Expert communication skills Effective time management and ability multiple projects simultaneously Sound conceptual and analytical skills with report writing abilities. Proven skills in budget administration and human resources, logistics, and assets management. Good in external and internal coordination relevant to project implementation. Advanced public relations, leadership, and interpersonal skills. Excellent language skills in oral and written Sinhala/ Tamil and English. Proficient in MS Office Applications.
<p>Event and Administration Coordinator 01 Position</p> <p>Based in National Headquarters in Colombo</p> <p>HRM 794</p>	<ul style="list-style-type: none"> A Bachelor's Degree either in Events Management, Business Management, Marketing, Communications & Public Relations, or related discipline from a recognized institution. <p style="text-align: center;">with</p> <ul style="list-style-type: none"> 03 years of post-qualification experience in a similar capacity with relevant hands-on experience 	<ul style="list-style-type: none"> Expert skills in negotiations and problem-solving Time management and multitasking skills. Proven skills in budget administration and human resources, logistics, and assets management. Good in external and internal coordination relevant to project implementation. Excellent public relations, leadership, and interpersonal skills. Excellent language skills in oral and written Sinhala/ Tamil and English. Proficient in MS Office Applications.
<p>Executive Secretary</p> <p>Based in National Headquarters in Colombo</p> <p>HRM 795</p>	<ul style="list-style-type: none"> A Diploma in either Secretarial Studies / Secretarial Administrative Practice, Human Resources Management, or a related discipline. <p style="text-align: center;">with</p> <ul style="list-style-type: none"> 05 years of post-qualification experience. 	<ul style="list-style-type: none"> Proven skills in delivering administration-related functions relevant to the scope. Efficient planning, organizing, and decision-making skills. Effective time management skills. Conceptual & Analytical Skills with report writing abilities. Ability to adhere to organizational rules, procedures, and protocols. Excellent public relations, leadership, and interpersonal skills. Well-developed language skills in oral and written Sinhala/ Tamil and English Proficient in MS Office Applications
<p>Communications Officer</p> <p>Based in National Headquarters in Colombo</p> <p>HRM 796</p>	<ul style="list-style-type: none"> Diploma or Higher Professional Communications, Journalism, or in related discipline from a recognized institution. <p style="text-align: center;">with</p> <ul style="list-style-type: none"> 02 years of post-qualification experience in a similar capacity. <p style="text-align: center;">and</p> <ul style="list-style-type: none"> Knowledge of Adobe Photoshop, InDesign, and Illustrator would be an advantage. 	<ul style="list-style-type: none"> Ability in strategic thinking and identifying ways to improve communication efforts. Sound time management and organizational skills. Proficient in Microsoft Office applications, content management systems, content development, and handling social media platforms. Sound public relations, leadership, and interpersonal skills. Excellent language skills in oral and written Sinhala/ Tamil and English.
<p>Store Keeper 01 Position</p> <p>Based in Colombo</p> <p>HRM 797</p>	<ul style="list-style-type: none"> Diploma or Higher Professional Qualification in Stores Management, Logistics Management, Warehousing and Stock Management, Supply Chain Management, or in related discipline from a recognized institution. <p style="text-align: center;">with</p> <ul style="list-style-type: none"> 02 years of post-qualification experience in a similar capacity. 	<ul style="list-style-type: none"> Sound skills in organizing, arranging, and storing goods safely following established procedures. Ability to systematically monitor the existing stocks, incoming supplies, and dispatches while maintaining proper records of all transactions, responsibly. Expertise in following accepted and standard inventory control methods and proven efficiency in reconciling. Ability to maintain proper standards for health and safety, hygiene, and security within the premises. Proven strong ethical standards with high levels of accountability, transparency, and integrity. Well-developed language skills in oral and written English and Sinhala/Tamil. Sound computing skills in MS Office.

Other Requirements

- Sound understanding of humanitarian, community, and volunteer-based service interventions.
- Should be a quick learner with the ability of adhering to SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and ability of working 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 and the appointment will be on fixed term contract basis. Only short-listed applicants will be called for interviews;

Please email your application to; jobs@redcross.lk OR post to the Director General, Sri Lanka Red Cross Society, No. 106, Dharmapala Mawatha, Colombo 07 on or before 08.06.2022 with Reference Number (HRM 792, 793, 794, 795, 796 & 797)