

Post of Reporting Officer – Kurunegala Branch

Posted on Wednesday, January 10th, 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
Reporting Officer		<ul style="list-style-type: none">· Expert communication skills
01 Position		<ul style="list-style-type: none">· Effective time management and ability multiple projects simultaneously
Based in	<ul style="list-style-type: none">· A Degree in either Agriculture, Environmental Management, Climate Change, Mass Communications, Business Administration, or related discipline from a recognized institution.	<ul style="list-style-type: none">· Sound conceptual and analytical skills with report writing abilities.
Kurunegala Branch		<ul style="list-style-type: none">· Proven skills in budget administration and human resources, logistics, and assets management.
HRM 003/2024	With	<ul style="list-style-type: none">· Good in external and internal coordination relevant to project implementation.
Attractive Remuneration, depending on your Qualifications, Experience & Competencies	<ul style="list-style-type: none">· 02 years' post qualification experience in similar managerial capacity with hands-on experience.	<ul style="list-style-type: none">· Advanced public relations, leadership, and interpersonal skills.· Excellent language skills in oral and written Sinhala/ Tamil and English.· Proficient in MS Office Applications.

Other 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 21.01.2024 (HRM 003/2024)