

# Post of Branch Executive Officer (2) – Ratnapura and Matale

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
<b>Branch Executive Officer</b>		
<b>02 Positions</b>		
<b>Based in</b>	· A Degree in either Sociology, Business Management, Economics, Public Administration, Health & Care, Law, Engineering or related discipline from a recognized institution.	· Demonstrated experience in administration, human resources, logistics and assets management.
<b>Rathnapura</b>	with	· Excellent conceptual & analytical skills in relation to community development.
<b>&amp;</b>	· 03 years' post qualification experience in project administration or implementation.	· Well-developed skills in field coordination, project implementation and community mobilization.
<b>Matale</b>		
<b>HRM 001/2024</b>	<b>OR</b>	
<b>Attractive Remuneration, depending on your Qualifications, Experience &amp; Competencies</b>	· A Diploma in either Sociology, Social Work, Business Management, Economics, Public Administration, Health & Care, or related discipline.	· Excellent public relations, leadership, and interpersonal skills.
<b>(Preference will be given for applicants residing within the Rathnapura &amp; Matale District)</b>	with	· Well-developed language skills in oral and written Sinhala/ Tamil and English
	· 05 years' post qualification experience in project administration or implementation.	· Proficiency 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](mailto: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 001/2024)