

Coordinator of Director General's Office

Posted on Monday, July 1st, 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
Coordinator of Director General's Office	A Degree in either Business Administration, International Relations or a related discipline. with 03 years of post-qualification experience in an administrative or Coordinator Role	Proven skills in delivering administration-related functions relevant to the scope. · Efficient planning, organizing, and decision-making skills. · Effective time management skills.
Based in National Headquarters in Colombo	OR	· Conceptual & Analytical Skills with report writing abilities. · Ability to adhere to organizational rules, procedures, and protocols.
HRM 0015/2024	A Diploma in either Business Administration, International Relations or a related discipline. with 05 years of post-qualification experience in an administrative or Coordinator Role	· Excellent International Relations, public relations, leadership, and interpersonal skills. · Well-developed language skills in oral and written English and Sinhala/ Tamil
Attractive Remuneration, depending on your Qualifications, Experience & Competencies		· 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 14.07.2024 (HRM 0015/2024)