

Staff Vacancy Notice

Post Code	Title of the post	Number of Posts
JM1-1-DM-3	Coordination Officer	4
Salary Code	Monthly Salary	
JM1-1	<p>Rs.42,600 – 10 x 755 – 18 x 1,135 – 70,580</p> <p>Note: Salary scale mentioned is based on the scales published under MS Circular 02/2016 which will be fully effective from 01.01.2020. Basic Salary of Rs.33,770/- and an Adjustment Allowance of Rs.860/- will be paid initially at recruitment.</p> <p>In addition to the above , employee will be paid ;</p> <ul style="list-style-type: none"> • Cost of living allowance • Transport allowance <p>Other benefits;</p> <ul style="list-style-type: none"> • Health Insurance scheme • Accident Insurance scheme 	
Age	<p>The candidates should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the candidates already served in the CAASL, Sri Lanka Air Force, Airport and Aviation Services (Sri Lanka) Ltd, Local Airline or Flying Schools.</p>	
Minimum Qualification Required as per the Scheme of Recruitment	External Candidates	
	A Bachelor’s Degree recognized by the University Grants Commission of Sri Lanka.	
	Internal Candidates	
	<p><u>Option 1 or 2 below</u></p> <p>Option 1</p> <p>Having obtained the qualifications required by the external candidates above.</p> <p>Option 2</p> <p>1. Completion of minimum five (05) years satisfactory service in a post of Civil Aviation Assistant/ Civil Aviation Officer Grade II.</p> <p style="text-align: center;">AND</p> <p>2. Unblemished track record for the preceding five years and having earned all the increments in the current post.</p>	

Job Description

Title of Post	:	Coordination Officer
Code	:	JM11-DM-3
Category	:	Junior Manager
Level	:	OS-6 (1)
Salary Scale	:	JM 1-1
Reporting to	:	Head of Section
Status of the Post	:	Permanent
Exercise of Powers	:	As specified in the Delegation of Authority issued by the DGCA

Main Job Purpose:

General Information:

This position requires fulltime work during office hours in week days in office environment and also work beyond the normal working hours in both weekdays and weekends and public holidays as and when necessary. The Junior Manager may be required to undertake visits locally or abroad at short notice on missions of the CAASL. The Inspector shall invariably attend to the training events offered by the organization and achieve the required competency standards being determined by the DGCA and CEO.

Nature and Scope of Duties:

Duties and functions assigned to the post include but not limited to following;

Assisting the senior management in respect of;

1. Ensure maintenance of the Additional Director General / Deputy Director General office is maintained neat and tidy condition at all times
2. Support the Additional Director General / Deputy Director General to manage workload and activities:
3. Coordinate and maintain the diary of the Additional Director General / Deputy Director General including organizing of all appointments, meetings, travel arrangements:
4. Monitor, respond to and redirect general enquiry emails addressed to the Additional Director General / Deputy Director General ;
5. Answer the main telephone line, monitor telephones and manage interruptions to support the effective time management of the team;
6. Identify, anticipate and prepare information requirements of the Additional Director General / Deputy Director General for meetings, appointments, presentations etc. and follow up inward and outwards requests for information, outstanding reports, and correspondence:
7. Liaise with and support team members business related travel arrangements:
8. Arrange meeting rooms for internal and external meetings as requested, and in advance for recurring meetings:
9. Schedule team meetings, prepare agenda and draft minutes;

10. Attend Directors meetings, take minutes and be point of contact for Directors;
11. Maintain the Organizational / Event Calendar of the division;
12. Maintain a register of incoming and outgoing correspondence;
13. Facilitate Additional Director General / Deputy Director General 's official visits;
14. Maintain an updated database of all important contacts;
15. Greet and treat the Additional Director General / Deputy Director General 's official visitors;
16. Maintain the inventory of the office of the division;
17. Prepare/Update in liaison with the relevant official, the necessary components of the following documents of CAA in respect of the Additional Director General / Deputy Director General 's office
 - a. Corporate Plan
 - b. Citizens' charter
 - c. CAA official website
 - d. Programme Budget
 - e. Annual Work Programme
 - f. Annual Training Programme
 - g. Master Training Plan
 - h. Annual Report

Head of Section or Head of Division may further elaborate and issue in writing the nature and scope of the work to be done by the incumbent within the frame work of this Job Description.

The incumbent is bound to perform other official duty as may be assigned by the superiors and/or the Chief Executive Officer from time to time.



H.M.C. Nimalsiri
Director-General of Civil Aviation
and Chief Executive Officer.

06.07.2018