

Staff Vacancy Notice

Post Code	Title of the post	Number of Posts
MA5-3-AD-1	Civil Aviation Inspector (Aerodrome Operations)	1
Salary Code	Monthly Salary	
MA 5.3	<p>Rs.46,375 – 10 x 1,135 – 20 x 1,240 – 82,525</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.36,765/- and an Adjustment Allowance of Rs.55/- 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 • Technical allowance (if qualified) <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. Applicants above the age of 60 would be considered for employment on contract basis.</p>	
Minimum Qualification Required as per the Scheme of Recruitment	External Candidates	
	<p>A Bachelor of Science Degree of not less than three (03) years, from a university recognized by the University Grants Commission of Sri Lanka having studied in Physical Science, Transport, Aerospace, Information and Communication Technology or Engineering Stream with one (01) year Executive Experience or a Post Graduate Diploma in the fields above from an institution recognized by the University Grants Commission of Sri Lanka.</p>	
Job Description		
Title of Post	:	Civil Aviation Inspector (Aerodrome Operations)
Code	:	MA53-AD-1
Category	:	Enforcement / Operational
Level	:	OS-4 (1)
Salary Scale	:	MA-5-3
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:		

To assist the Senior Management to discharge the State Safety Oversight functions in relation to Aerodrome Operations effectively in conformity with the International Standards and Recommended Practices and published local requirements.

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 Civil Aviation Inspector 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. reviewing the existing legal framework relating to Aerodrome Operations periodically to ensure that it is adequate and effective enough to satisfy the State's Obligations under the Chicago Convention, Other International Conventions and Protocols relating to Aerodrome Operations and other national requirements both current and evolving and initiating necessary action, if revision to existing legislative requirement is found necessary;
2. reviewing the national Operating Regulations regarding Aerodrome Operations periodically to ensure their adequacy for the consistent implementation of the International Standards and Recommended Practices, guidance material in ICAO Documents and other national requirements in conformity the local legislations to maintain a sound State Safety Oversight System;
3. Organizing all administrative, operational and maintenance duties and functions involved, for the efficient conduct of duties and functions of the Section of the CAASL to which the officer is attached. This includes but not limited to assisting the senior management in all such management functions of the section as determination of the logistics for the Section, attending to day to day duties and functions, planning, designing, implementation of the annual work plans, programmes and budgeting, data collection, storage, processing, retrieval, disseminations and report writing etc.;
4. determination of manpower requirements in ongoing basis for the effective discharge of the Section to which the officer is attached and make recommendations for suitable adjustments;
5. Identifying the initial and recurrent training requirements of the personnel engaged in various tasks assigned to the Section and liaising with the relevant sections of the CAASL for their consistent implementation. This includes but not limited to updating the applicable sections in the CAASL Master Training Plan, Development of Annual Training Plans and Annual Training Programmes, conduct of necessary in-house or outdoor training, workshops, seminars etc. for the enhancement of knowledge and awareness of the relevant CAASL staff and industry partners, as and when required;
6. Developing, adopting and promulgating necessary guidance material for the efficient discharge of duties and functions of the Section to which the officer is attached and review and update the existing material in an

ongoing basis. This includes the updating of the applicable portions of the CAA citizen's charter, office manual, official website and sectional library;

7. conducting certification of aerodromes;
8. executing effective surveillance programme on aerodrome operations;
9. implementation of effective enforcement action on identified cases, as and when required; and,
10. performing all activities relating to ICAO Continuous Monitoring Assessment on Aviation Safety Oversight centering the ICAO Annex 14 and associated other documents;

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