

Job Description

Post Code	Title of the post	Number of Posts
JM11-DM-3	Coordination Officer	1

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:

To help the Board of Directors of the CAA to carry out the duties and functions of the Board effectively satisfying the statutory obligations of the Board

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;

1. Provide a service to all members of the Board in connection to their roles as directors.
2. Support the chairman in all aspects of his/her job
3. Compilation and management of files / records relating to Board function, Statutory documents relating to establishment of the CAA, Rules and Regulations applicable to the conduct of Board functions ,
4. Share register, minutes, monthly reports and annual report, etc. with those who are entitled to receive such documents;
5. Compilation and periodic update of a meetings folder for board meetings, containing all the necessary documents enabling members of the board to effectively carry out their duties;
6. Assist with the preparation and amendment of organizational regulations, allocation of authority document, corporate governance and risk management guidelines where necessary;

7. Preparation of invitations to board meetings and the AGM, in consultation with the chairman of the board;
8. Timely delivery of the necessary documents for board meetings and special events;
9. Reservation and organization of premises, technical facilities for board meetings, the AGM and other meetings in consultation with the chairman;
10. Taking down minutes at board meetings, the AGM and other meetings on the request of the chairman (such as committee meetings, strategy meetings, etc.) and delivery of final minutes within 14 days to all individuals on the distribution list;
11. Prepare the Board Papers in liaison with relevant staff and distribute them amongst Board Members;
12. Create and update the pending items/open issues list for the board of directors and the executive management;
13. Assist in the design and content of the annual report, particularly in the areas on corporate governance and compliance;
14. Informing members of the board on any changes in legislation or law, as necessary and helpful for the board's ability to exercise their duties ;
15. Assist in the set up and support of legal management (drafting of contracts, review of contracts, terms and conditions) to the extent required by the board of directors;
16. Making arrangements for travel and accommodation for chairman and board of directors, as and when necessary;
17. Maintaining Interest Register of Board of Directors;
18. Performing all secretarial duties and functions of the Chairman;
19. Giving and Taking appointments for the Chairman in liaison with the Chairman;
20. Greet and treat Chairman's visitors;

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.

Director-General of Civil Aviation and Chief Executive Officer.