

Job Description

Post Code	Title of the post	Number of Post
MM11-DM-2	Manager (Legal Affairs and Enforcement)	1

Job Description

Title of Post	:	Manager (Legal Affairs and Enforcement)
Code	:	MM11-DM-2
Category	:	Manager
Level	:	OS-5 (2)
Salary Scale	:	MM 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:

The Manager (Legal Affairs and Enforcement) is a corporate officer who handles the legal affairs of the CAA. The legal officer works with other legal staff to address the internal and external legal concerns of the business. This professional must have superb legal skills and discipline to keep the CAA functioning and out of legal trouble.

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 Manager may be required to undertake visits locally or abroad at short notice on missions of the CAASL. The Manager 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;

In close coordination with the Head of Section, discharging the following duties, functions and responsibilities;

1. reviewing the existing legal framework relating to Aircraft Flight 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 flying training 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 Aircraft Flight 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. Manager (Legal Affairs) shall provide legal advice to upper-level staff to ensure the best legal approach is taken for business ventures. He shall on matters of constitutional and national law and may have to handle conflicting legal matters that involve international, public, and private law.
8. Manager (Legal affairs) shall draw up and submit major contracts, agreements and other legal documents as directed by the senior management;
9. Manager (Legal Affairs) may research different information to make sure the CAA is acting in accord with all applicable laws;
10. Manager (Legal Affairs) shall take the lead role in taking enforcement action including law suits, following detection of wilful deviation or violation of civil rules and procedures by the parties concerned;
11. Manager (Legal Affairs) shall provide legal assistance to the CAA or any of its employee in connection discharge of the employee's duties and functions and shall appear in courts for their behalf and represent CAA on staff disciplinary related matters as required:

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.

Director-General of Civil Aviation and Chief Executive Officer.