

Staff Vacancy Notice

Post Code	Title of the post	Number of Posts
MM1-1-SP-1	Manager (Research and Development Planning)	1
Salary Code	Monthly Salary	
MM 1-1	<p>Rs.53,175 -10 x-1,375 -15 x 1,910 - 95,575</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.42,161/- 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 • Managers' allowance <p>Other benefits;</p> <ul style="list-style-type: none"> • Health Insurance scheme • Accident Insurance scheme 	
Age	The candidates should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates and personnel served in Sri Lanka Air Force, Airport and Aviation Services Sri Lanka Ltd., Local Airlines or Flying Schools.	
Minimum Qualification Required as per the Scheme of Recruitment	External Candidates	
	<p><u>Option 1 or 2 below</u></p> <p>Option 1</p> <p>Bachelor's Degree of not less than three (03) years in the field of Management, Administration, Commerce or a Bachelor's Degree of not less than three (03) years with Statistics or Mathematics as one of the main subjects from an university recognized by University Grants Commission with not less than eight (08) years post qualifying experience in Executive Capacity in a Government Department /Public Enterprise or in a reputed Mercantile Establishment.</p> <p>Option 2</p> <p>Having obtained a certificate of proficiency in the subject area relevant to the post which is not below than the National Vocational Qualification Level 7 determined by Technical /Vocational Training Institute accepted by Tertiary and Vocational Education Commission with eight (08) year post qualifying experience in Executive Capacity in a Government Department /Public Enterprise or in a reputed Mercantile Establishment</p>	
	Internal Candidates	

Option 1 or 2 below

Option 1

Having obtained the qualifications required by the external candidates mentioned above.

Option 2

1. Minimum of six (06) years' service experience as Assistant Manager (Special Programmes, Assistant Manager (Planning), Assisting Manager (Statistics and Forecasting), Assistant Manager (Civil Aviation Promotion)
AND
2. Unblemished track record for the preceding six (06) years and having earned all the increments in the current post;
AND
3. 'Good' or above grading in the Annual Performance Appraisals for the last six years.

Job Description

Title of Post	:	Manager (Research and Development Planning)
Code	:	MM11-SP-1
Category	:	Manager
Level	:	OS-4 (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:

To conduct detailed research on selected matters which has direct impact on the development of civil aviation industry and make recommendations for development planning.

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. The incumbent in close coordination with the senior management produces the National Aviation Research Plan (NARP) and R&D Annual Review on behalf of the CAA. The NARP describes the CAA's R&D portfolio and ensures that R&D investments are well managed, deliver results, and sufficiently address national priorities.
2. The incumbent shall highlights in its R&D Annual Review the significant R&D accomplishments of the CAA which shall form part of the NARP.
3. The incumbent shall coordinates the Research, and Development (RE&D) appropriation account budget narrative development process for the CAA. The R&D budget narratives shall describe the planned activities and requested budgets for each program.
4. The incumbent shall supports establishment of CAA's Research and Development (R&D) advisory Committee (RDAC), which should provide advice and recommendations to the CAA on all aspects of the CAA research program.
5. The incumbent shall coordinates the R&D Executive Board (REB) and their development of the CAA's annual R&D portfolio. The REB represents the Lines of Business and Staff Offices that sponsor research in the CAA.
6. The incumbent shall tracks R&D program goals and activities across the R&D portfolio.
7. The incumbent shall provide regular reports to the senior management of the status of all on going R&D work or as and when requested to do so;

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