

## Job Description

Post Code	Title of the post	Number of Posts
MA53-AT-2	Assistant Manager (International Relations)	1

### Job Description

<b>Title of Post</b>	:	Assistant Manager (International Relations)
<b>Code</b>	:	MA53-AT-2
<b>Category</b>	:	Enforcement / Operational
<b>Level</b>	:	OS-4 (2)
<b>Salary Scale</b>	:	MA-5-3
<b>Reporting to</b>	:	Head of Section
<b>Status of the Post</b>	:	Permanent
<b>Exercise of powers</b>	:	As specified in the Delegation of Authority issued by the DGCA

**Main Job Purpose:**

Assistant Manager (International Relations) is in charge of creating and maintaining the image and brand of the CAASL mainly through communications. The Officer gets actively involved in the brand message development, media relations and crisis management of the CAASL and establish organizational image globally through appropriate activities. The Officer shall be responsible for liaison with all of CAA's stake holders, foreign entrepreneurs in particular.

The Assistant Manager (International Relations) must have a good understanding of the CAA's strengths and weakness and its short term and long term needs which require international cooperation for development and promotions. The Officer shall also be aware of the cultural, political and operational challenges in the civil aviation arena, as well as the available opportunities against emerging threats.

The Assistant Manager (International Relations) is responsible for the analysis of international developments in the field of air transport industry including policies established by other countries, formulation of Sri Lanka's positions in liaison with the respective CAA in response to those developments and emerging challenges. The Officer will also develop country's positions to support bilateral or multi-lateral air services negotiations at international fora.

**General Information:**

Communications aspects of international public relations requires impeccable writing skills, cross cultural knowledge and strong sense of the CAASL's vision, mission and desired perception.

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 Assistant Manager (International Relations) may be required to undertake visits locally or abroad at short notice on missions of the CAASL. The Officer shall invariably attend to the training events offered by the organization.

**Nature and Scope of Duties:**

This will include general duties and functions, but not limited to the following;

1. Maintaining an updated contact details viz. telephone numbers; mobile and official, fax, email, twitter, face book etc. where applicable, of all key local and overseas aviation stake holders for expeditious communications, in case of need.
2. Study the aviation policies of neighboring States and the States where aviation is thriving and make recommendations to the superior as to the adjustments needed in the local aviation policies.
3. Maintaining close dialogue with counterparts of the respective civil aviation administration overseas and keep current and abreast of the developments that are taking place in those countries.
4. Correspond / Liaise with the foreign States or International Organizations on specific matters when instructed to do so by the superior.
5. Arrange support from overseas Civil Aviation Administrations or educate them on position papers / discussion papers etc. that may be submitted by CAASL on important matters at global/regional/sub regional forums.
6. Arrange Work Programmes and Schedules and make local appointments etc. for visiting guests of CAASL.
7. Prepare guidance material required for the smooth operation of the subject area.
8. Arrange Work Programmes and Schedules and make appointments for civil aviation officials visiting abroad when requested to do so.
9. Arrange suitable mementoes to be exchanged between CAASL and visiting guests of CAASL, and act as their facilitator during their stay in the country.
10. Promote CAASL and Sri Lanka as a whole overseas at all possible occasions.
11. Any other duty assigned by the undersigned.

Director-General of Civil Aviation and Chief Executive Officer.