

- ➊ Applicants are compulsory to complete para 33 (b) of the standard application form (Download here) according to the Minimum qualification requirement under Scheme of Recruitment mentioned in the Staff Vacancy Notice for each post.
- ➋ Applicants who have applied according to the paper advertisements for the above posts during year 2018 are not required to apply again.
- ➌ Applicants above the age of 60 would be considered for employment on contract basis for the posts mentioned above under No.2,3,4,8 and 9 only.
- ➍ Only the applications sent on the specified forms will be entertained. Applicants who serve Airport and Aviation Services Sri Lanka Ltd, Sri Lanka Airforce or any other Government Agency should apply through the Head of the Organization.
- ➎ Duly completed applications should reach this office **on or before 19.03.2019** under registered post or can be forwarded by e-mail at employment@caa.lk and they will be acknowledged.
- ➏ Applications should be addressed to Director General of Civil Aviation & Chief Executive Officer, Civil Aviation Authority of Sri Lanka, No.152/1, Minuwangoda Road, Katunayake and the title of the post being applied shall be marked on the top left hand corner of the envelope.
- ➐ Separate application should be sent for each post, if more than one post is applied for.
- ➑ Only the successful candidates will be called for interviews/ tests.

Director General of Civil Aviation & Chief Executive Officer
Civil Aviation Authority of Sri Lanka
No.152/1, Opposite Radar Tower
Minuwangoda Road
Katunayake

Staff Vacancy Notice

Post Code	Title of the post	Number of Post
HM-2-1-DDG4	Deputy Director General (Air Transport and Security Regulation)	1
Salary Code	Monthly Salary	
HM 2-1	Rs.91,645 – 12 x 2,700 -124,045	
	Note: Salary scale mentioned is based on the scales published under MS Circular 02/2016 which will be fully effective from 01.01.2020. You will be placed Basic Salary of Rs.82,122/- will be paid initially at recruitment.	
	In addition to the above , employee will be paid ;	
	<ul style="list-style-type: none"> • Cost of living allowance • Fuel allowance • Transport allowance 	
	Other benefits;	
	<ul style="list-style-type: none"> • Health Insurance scheme • Accident Insurance scheme 	
Age	Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates and personnel served in Sri Lanka Air Force, Airport and Aviation Services, Local Airlines or Flying Schools.	
Minimum Qualification Required as per the Scheme of Recruitment	External Candidates	
	1. A Bachelor's Degree of not less than (03) three years duration which is recognized by the University Grants Commission of Sri Lanka; AND 2. A Postgraduate Degree qualification (Masters') in the field of Aviation, Transport, Economics, Management, Research, Development Planning or Associate Membership of a recognized professional Chartered Institute relating to Aviation, Transport, Economics, Management, Research, Development Planning; AND 3. Minimum of eighteen (18) years' service experience in the field of Transport, Aviation Security, Management or Research, Development Planning at a Managerial Level in a Corporation, Statutory Board/ Institution or a reputed Private Institution;	
	Internal Candidates	
	Option -1 Having obtained the qualification required by the external candidates mentioned above	

	Option -2 1. Minimum of five (05) years' service experience as a Director (Research Development Planning and Special Projects), Director (Aviation Security) or Director (Air Transport and Economic Regulation); AND 2. Unblemished track record for the preceding five years and having earned all the increments in the current post; AND 3. Good' or above grading in the Annual Performance; AND 4. A proven ability to lead and direct multi-disciplinary teams. Experience in proper development and efficient management of human and other resources.
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Job Description

Title of Post	: Deputy Director General (Air Transport and Security Regulation)
Code	: HM21-DDG4
Category	: Senior Manager other than CEO
Level	: OS-2
Salary Scale	: HM 2-1
Reporting to	: Director General of Civil Aviation and Chief Executive Officer
Status of the Post	: Permanent
Exercise of powers	: As specified in the Delegation of Authority issued by the DGCA

Main Job Purpose:

To accomplish, in close coordination with the Director General of Civil Aviation and Chief Executive Officer , the State Safety and Security Oversight functions in relation to overall Air Transport, Aviation Security activities and Research, Development Planning in Sri Lanka effectively in conformity with the International Standards and Recommended Practices and published local requirements and to provide a conducive environment for unimpeded growth of air transport system whilst safeguarding the consumer rights and expectations.

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 Deputy Director General 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.

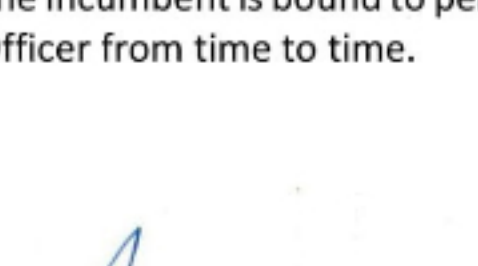
Nature and Scope of Duties:

Duties and functions assigned to the post include but not limited to following;

In close coordination with the Director General of Civil Aviation and Chief Executive Officer, and subject to his general and specific directions, discharging the following duties, functions and responsibilities;

1. reviewing the existing legal framework relating to Air transport, Aviation security , CAA's powers, functions and duties 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 Air Transport , Aviation Security and Research development planning 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 on Air transport , Aviation security and Research development planning 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 with the applicable local legislations in order to maintain a sound State Safety and Security Oversight System;
3. organizing all administrative, operational and maintenance duties and functions involved, for the efficient conduct of duties and functions of the Division that comes under his/her purview. This includes but not limited to making effective arrangement to discharge all such management functions of the Division as determination of the logistics for the Division, 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, staff management including performance appraisals and disciplinary control, responding to internal and general audit queries etc;
4. determination of manpower requirements in an ongoing basis for the effective discharge of the Division that comes under his/her purview and make recommendations for suitable adjustments in the cadre to be able to discharge the functions of the Division effectively;
5. Identifying the initial and recurrent training requirements of the personnel engaged in various tasks assigned to the Division that comes under his/her purview and liaising with the relevant Division 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; It is the duty of the incumbent to develop a succession plan for all posts in the Division that comes under his/her purview and give effect to it consistently;
6. Developing, adopting and promulgating necessary guidance material for the efficient discharge of duties and functions of the Division that comes under his/her purview 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 Divisional library;
7. conducting certification of Aviation security establishments, Aviation security training organizations and Air transport service providers to ensure that they would conform to the applicable International Standards and Recommended Practices and published local requirements;
8. executing effective surveillance programme on certified Aviation security establishments and Aviation security training organizations and Air transport service providers including conduct of quality assurance program to ensure that they would continue conforming, to the applicable International Standards and Recommended Practices and published local requirements post certification;
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 security oversight centering the ICAO Annex 17 and associated other documents;
11. Close coordination, monitoring and reporting where necessary of matters relating to
 - a. CAASL Security Administration
 - b. Information Technology
 - c. Technical Library
12. Conduct periodic review meetings and closely monitor the work and functioning of the Sections under the Division and give general or specific directions where necessary to ensure the unimpeded implementation of work programmes of the sections, as and when required;
13. Establish required industry- regulator liaison programmes for effective coordination of matters coming under the purview of the Division;
14. Advise the DGCA on air transport , aviation security and research development planning matters as and when required;
15. Monitoring constantly the new and emergency challenges to air transport, aviation security and research development planning and to take necessary measures to face such challenges confidently and satisfactorily;

The incumbent is bound to perform his 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

11.03.2019