

- 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 Posts
MM1-1-FM-2	Manager (Financial Operations)	1
Salary Code	Monthly Salary	
MM 1-1	Rs.53,175 -10 x-1,375 -15 x 1,910 - 95,575	
	<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.47,668/- 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>Option 1 or 2 or 3 below</p> <p>Option 1</p> <p>Bachelor's Degree of not less than three (03) years from an university recognized by University Grants Commission in Accountancy, Management, Administration or Commerce 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, in the field of Finance or Auditing.</p> <p>Option 2</p> <p>Having passed the Intermediate examination of Chartered Accountants of Sri Lanka (ICASL) or Chartered Institute of Management Accountants (CIMA) or Association of Certified and Corporate Accountants (ACCA), with minimum of eight (08) years post qualifying experience in Executive capacity in the field of Finance or Auditing in a Government Department/ Public Enterprise or in a reputed Mercantile Establishment.</p> <p>Option 3</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, issued by a Technical /Vocational Training Institute accepted by Tertiary and Vocational Education Commission with minimum of eight (08) years post qualifying experience in Executive Capacity in the field of Finance or Auditing in a Government Department/ Public Enterprise or in a reputed Mercantile Establishment.</p>	

	Internal Candidates
	<p>Option 1 or 2 below</p> <p>Option 1</p> <p>Having obtained the qualifications required by the external candidates mentioned above.</p> <p>Option 2</p> <ol style="list-style-type: none"> 1. Minimum of six (06) years' service experience as Assistant Manager (Budget and Programme), Assistant Manager (Financial Operations)/Accountant, Assistant Manager (Internal Audit and Quality Survey); 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 (Financial Operations)
Code	: MM11-FM-2
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 ensure in close liaison with the Head of Section that the CAA maintains financial management, cost accounting and procurement services for the effective discharge of CAA's legitimate duties, functions and responsibilities.
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:	

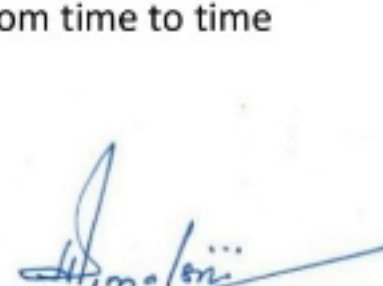
Duties and functions assigned to the post include but not limited to following;

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

1. reviewing the existing legal framework relating to the CAA fund and revenues periodically to ensure that it is adequate and effective enough to satisfy discharge the CAA functions effectively;
2. reviewing the Financial Regulations of the CAA periodically to ensure their adequacy for the efficient operation of the CAA activities with due regard to the productivity and thrifty;
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, dissemination 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. Maintains the CAA's financial management, cost accounting and procurement systems which includes the following
 - a. Prepare and create financial accounts;
 - b. Preparing and maintaining financial reports;
 - c. Keeping and planning financial information;
 - d. Analyzing current financial performance;
 - e. Paying the creditors';
 - f. Payment of wages and salaries to employees;
8. Managing the accounting and recording of CAA's property and equipment;
9. Ensuring the adequacy of CAA's internal controls;
10. Ensure performance goals are accurately documented and reported in the CAA Annual Report and other financial statements;
11. Maintaining the CAA Master Inventory;

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.
11.03.2019