

- 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.
- Applicants who have applied according to the paper advertisements for the above posts during year 2018 are not required to apply again.
- 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.
- 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.
- 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.
- 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.
- Separate application should be sent for each post, if more than one post is applied for.
- 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-HR-4	Manager (Information and Communication Technology)	1
Salary Code	Monthly Salary	
MM 1-1	Rs.53,175 -10 x-1,375 -15 x 1,910 - 95,575 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. In addition to the above , employee will be paid ; <ul style="list-style-type: none"> • Cost of living allowance • Managers' allowance Other benefits; <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	
	Option 1 or 2 below	
	Option 1 Bachelor's degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics and Telecommunication of not less than three (03) years from an university recognized by University Grants Commission, with not less than eight (08) years post qualifying experience in Executive Capacity in the relevant field in a Government Department /Public Enterprise or in a reputed Mercantile Establishment. Option 2 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 minimum of eight (08) post qualifying experience in Executive Capacity in the relevant field in a Government department/ Public Enterprise or in a reputed Mercantile Establishment.	
Internal Candidates		

	Option 1 or 2 below Option 1 Having obtained the qualifications required by the external candidates mentioned above. Option 2 <ol style="list-style-type: none"> 1. Minimum of six (06) years' service experience as Assistant Manager (Information and Communication Technology); 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.
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Job Description

Title of Post	:	Manager (Information and Communication Technology)
Code	:	MM11-HR-4
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:

Manager (Information and Communication Technology) is responsible for all tasks related to the planning designing, installation, maintenance and management of the information and computer network to meet the needs of management and operational tasks of the CAA. He ensures the network is consistently available and operating effectively both during and outside office hours to accomplish in close liaison with the Head of Section the State Safety Oversight functions in relation to Air Navigation Services effectively in conformity with the International Standards and Recommended Practices and published local requirements.

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;

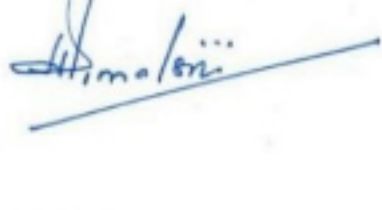
In close coordination with the Head of Section, discharging the following duties, functions and responsibilities;

1. 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.;
2. 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;
3. Identifying the initial and recurrent training requirements of the personnel engaged in various tasks assigned to the Section and liaising with the applicable sections of the CAASL Master Training Plan. This includes but not limited to updating the relevant 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;
4. 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;
5. Prepare strategic and operational plans for the Information Communication Technology of the CAA to ensure that all necessary ICT tools; ;processes and systems are in place to meet the requirements of the CAA activities and contribute to the achievement of short term, mid term and long term goals of the CAA;
6. Manage and provide oversight for the information of an ICT systems, security strategy and disaster recovery plan that minimize the risk of data and information loss;
7. Ensure development, implementation and maintenance of all policies related to ICT services, including procurement, distribution and asset management;
8. Develop and manage the planning and budgeting for the ICT services to ensure that resources are used to provide best in class ICT services that are in line with organizational growth of the CAA;
9. Develop sourcing strategy to ensure appropriate procedures are in place to select equipment and service vendors;
10. Oversees the implementation and maintenance of technology transfer in line with the CAA growth plans and changing business requirements or technology advancements;
11. Oversees ICT special projects including planning, designing, managing and progress reporting for system implementations;
12. Lead a team of professionals within own area of control;
13. Directs and supervises subordinates to ensure that they fulfil duties in ICT functions diligently;

14. Maintain an inventory of ICT system in the CAA.
15. Promoting best practices in the development of ICT systems;
16. Working with "super users" in all departments of the CAA to ensure the use of consistent, high standards in the management and dissemination of information;
17. Providing to all users, listening to concerns and identifying issues, finding and implementing solutions;
18. Providing "business analyst" skills to all user departments of the CAA;
19. Maintaining and development of modern, cost effective, stable and secure ICT infrastructure available 24 hours per day throughout the year;
20. Undertaking the role of Data Controller of the CAA for all statutory purposes;
21. Providing a minimum level of induction training to new starters;
22. Develop in liaison with HR a formalized training programme for all users with the aim of raising skills, standards and awareness in the use of ICT applications and promoting consistency across the CAA

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