

- 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 Post
MM1-1-AN-5	Senior Civil Aviation Inspector (Aeronautical Meteorology)	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 • Transport allowance • Technical allowance (if qualified) <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. Applicants above the age of 60 would be considered for employment on contract basis.	
Minimum Qualification Required	External Candidates	
	A Bachelor of Science degree of not less than three (03) years from a recognized university by the University Grants Commission of Sri Lanka having studied in Atmospheric Physics, Physical Science, Transport, Aerospace, Information and Communication Technology or Engineering Stream with not less than eight (08) years post qualifying experience as a Forecaster or Meteorologist in a Government Department /Public Enterprise or in a reputed Mercantile Establishment engaged in Meteorology.	
Job Description		
Title of Post	:	Senior Civil Aviation Inspector (Aeronautical Meteorology)
Code	:	MM11-AN-5
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 accomplish in close liaison with the Head of Section the State Safety Oversight functions in relation to Aeronautical Meteorology 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 Senior Civil Aviation Inspector 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;

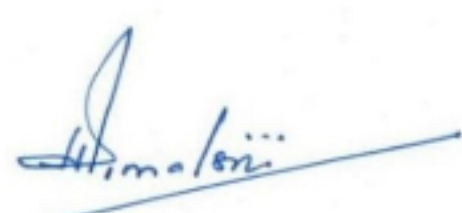
In close coordination with the Head of Section, discharging the following duties, functions and responsibilities:

1. reviewing the existing legal framework relating to Aeronautical Meteorology 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 Traffic Management – Operational aspects 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 regarding Aeronautical Meteorology 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 local legislations to maintain a sound State Safety Oversight System;
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, disseminations 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. conducting certification of Service Providers engaged in providing Aeronautical Meteorology to airports and aircraft;
8. executing effective surveillance programme or quality control programme on Service Providers engaged in provision of Aeronautical Meteorology to airports and aircraft;

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 Safety Oversight centering the ICAO Annex 3 and associated other documents;

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
11.03.2019