



We are looking for highly motivated individuals with right attitudes to fill the following vacancy

POST OF HEAD OF ELECTRONICS & AIR NAVIGATION ENGINEERING

- 1 Job Scope** : Head of Electronics & Air Navigation Engineering (H/E&ANE) reports directly to Chairman, Airport & Aviation Services (Sri Lanka) Limited .H/E&ANE directs and coordinates with Deputy H/E&ANE, Chief Electronics Engineers (CEE) and Sectional Heads on regular basis, on all Technical, Admin and Human Resource development matters and implementation of Company policies, regulatory requirements, formulating and implementation of Divisional strategic plan in line with objectives and goals of the Company, as the Divisional Head.

The incumbent supervises all the activities of the Division through Deputy H/E&ANE and other senior officials in addition to performance evaluation, delegation and distribution of tasks and deciding on priorities depending on the circumstances.

- 2 Key Responsibilities** :
- i. Preparation of Divisional Strategic / Action plans.
 - ii. Preparation of Budget proposals of the Division
 - iii. Provide necessary guidance to D/H/E&ANE and the designated CEE, in preparation of Divisional Training forecasts, recurrent Training plans and supervision of implementing same.
 - iv. Provide necessary overall leadership in implementing Action plans of the Division.
 - v. Provide guidance in planning, design and implementation of projects
 - vi. Provide guidance in Contract administration and Project implementation to CEEs and other sub-ordinate staff
 - vii. Preparation of Draft Cabinet Papers, Board Papers with regard to Project proposals, policies to be implemented as necessary.
 - viii. Assumes overall responsibility in recruitment and promotion of employees of the Division and selection of suitable candidates
 - ix. Ensure that Quality Control and Assurance measures are implemented and relevant targets are achieved in the Division
 - x. Ensure that best practices are introduced and followed in the Divisional activities
 - xi. Ensure optimization of utilization of Human Resources in view of minimizing operational cost of the Division.
 - xii. Ensure and maintain highest professional standards in performing all technical and administration activities of the Division.

- 3 Qualifications** : a) Bachelor's Degree in Electronics & Electrical/ Telecommunication Engineering or Electrical & Information Engineering with Honours, recognized by the UGC.
AND
b) Corporate Membership of an Institution recognized by the Institute of Engineers Sri Lanka in the field of Electronics and Electrical/ Telecommunication Engineering or Electrical and Information Engineering.

- 4 Experience** : Minimum of fifteen (15) years post qualifying experience in relevant field out of which ten (10) years should be in a Managerial level post.

- 5 Age** : Should be below 50 years on the closing date for applications

- 6 Salary** : Negotiable

- 7 Fringe Benefits** : The Selected candidate will be entitled to;
- A Company maintained vehicle
 - EPF employer contribution -12%, employee contribution -10%
 - Gratuity calculation - one months salary
 - Holiday bungalow facility
 - 24 hour insurance coverage
 - Health Insurance Scheme
 - Staff Loan Scheme
 - Annual Bonus and Festival Advance
 - Leave encashment
 - Excellent work environment

General

The above post is in the Senior Management cadre of the Company and the selected candidate would lead the Electronics and Air Navigation Engineering Division.

If you are interested and possess the relevant qualifications and experience please send in your resume prepared according to the specimen application given in the Website with copies of the relevant certificates to the following address on or before **September 11, 2020 only by Registered Post**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

Please note that the applications without copies of the relevant certificates and forwarded in other modes and not in accordance with the specimen given on our Website will be rejected.

Please note that only the short listed candidates will be notified.