



Airport & Aviation Services (Sri Lanka) (Private) Limited

***We are looking for highly motivated individuals with right attitudes to fill the following vacancies
At Mattala Rajapaksa International Airport, Colombo
International Airport Ratmalana and
Jaffna International Airport***

1. POST OF SUPERINTENDENT - GROUND HANDLING (PASSENGER)-(ON CONTRACT)

No. of Vacancies at MRIA -02

No. of Vacancies at CIAR -01

No. of Vacancies at JIA -02

Job Scope : Manage the terminal operational teams, during a shift to achieve on -time performance of Airlines flights whilst ensuring customer satisfaction by means of quality service and making use of available resources.

Key Responsibilities :

- Deploy and assign staff efficiently and effectively to the tasks that are to be completed during the shift and check the serviceability of all required equipment and infrastructure.
- Obtain all relevant information , coordinate with relevant departments and sections , brief and guide staff to complete assigned tasks effectively according to the standards & procedures to ensure customer satisfaction and perfect pre and post –flight or routine documentation.
- Maintain organization grooming standards in staff; ensure maximum utilization of soft skills by the staff, proper housekeeping standards and cleanliness in all work areas.
- Ensure that all flights have been edited in the DCS system against the PNLs, passengers are accepted accurately for flights with sufficient documentation as per the standards and procedures, and all accepted passengers have boarded the aircraft.
- Ensure speedy and professional handling is provided to special passengers and achieve assigned operational performance targets to contribute towards achieving corporate objectives.
- Liaise with all operational departments and airlines representatives for speedy facilitation of passenger through Arrivals and Departure terminal.

- 1.1 **Education Qualification :** : i Should have Passed the GCE (O/L) Examination with Credit passes for English and Mathematics.
and
ii Should have passed GCE (A/L) Examination .
- 1.2 **Experience :** : i Should possess three (03) years' experience in Passengers Services Supervisory capacity.
OR
ii 10 years' experience in passenger services of which 03 years' experience in a passenger service officer capacity.
- 1.3 **Age :** : Age should be below 45 years at the closing date of applications.
- 1.4 **Salary :** : A monthly fixed allowance will be paid during the contract period.
- 1.5 **Method of Selection :** : By an Interview.

2. POST OF SUPERINTENDENT - GROUND HANDLING (RAMP)-(ON CONTRACT)

No. of Vacancies at MRIA -02

No. of Vacancies at CIAR -02

No. of Vacancies at JIA -02

Job Scope : Manage total below the wing operational activities involving Ramp Service, Towing/pushback services, AIS and Load Control during a shift, Ensure required resources are available for the flight and have the authority to make decisions that affect the safety and/or security of ground handling operations.

Key Responsibilities :

- Ensure required resources are available for the flight and the environment is in order for timely and safe handling of the flight.
- Coordinate with Load control/passenger services /Baggage handling /catering /Flight operations/Engineering / Fueling and cargo to ensure flight is handled as per specific requirements, specified procedures and set timings. Ensure any deviations to original instructions/request are conveyed to relevant areas (Loads, loading changes, special advices) or any irregularities special situations are avoided to load Control /operating captain as applicable to ensure safety flights.
- Timely highlight to proper authorities/superiors on any difficulties /non conformities faced while handling the flight in order to minimize possible delays because of these irregularities.
- Make required decisions in a timely and most appropriate manner that affects the safety and or security of ground handling operations.
- Obtain all relevant information , coordinate with relevant departments and sections , brief and guide staff to complete assigned tasks effectively according to the standards & procedures to ensure customer satisfaction and perfect pre and post –flight or routine documentation.
- Adhere and follow required safety /security related requirements, revised procedures and processes published and communicated from time to time to ensure safe flight and other commercially important requirements and standards as advised by the AASL management are met.

- 2.1. **Educational Qualification** : i Should have Passed the GCE (O/L) Examination with Credit passes for English and Mathematics
and
ii Should have passed GCE (A/L) Examination.
- 2.2. **Experience** : i Should possess three (03) years' experience in Ramp Supervisory capacity.
OR
ii 10 years overall experience in Ramp Operations of which 05 years' experience in a Ramp Agent capacity.
- 2.3. **Age** : Age should be below 45 years at the closing date of applications.
- 2.4. **Salary** : A monthly fixed allowance will be paid during the contract period.
- 2.5. **Method of Selection** : By an Interview.

**3. POST OF TECHNICIAN (AIRCRAFT MARSHALING) - (ONCONTRACT)
No. of Vacancies at MRIA -04**

Job Scope : Carry out Marshaling of Aircraft according to ICAO procedures to enable the pilot to taxi and park the Aircraft at the designated stand safely.

Key Responsibilities :

- Compile Company policies and procedures and maintain a safety work environment and reports any unsafe conditions.
- Monitoring and actively participated in the Aircraft fueling, Marshaling, and other technical matters, follow up the cockpit instructions.
- Responsible of head set communication and attending to push back procedures.
- Responsible for clearance of the Foreign Object Debris (FOD) prior to the landing and departure of any Aircraft.
- Other duties may assign as needed.

- 3.1. **Qualification** : i Should have Passed the GCE (O/L) Examination.
and
ii Should have a relevant vocational, tertiary or trade qualification from a recognized Aeronautical College .
- 3.2. **Experience** : Should possess Five (05) years' experience within the Commercial Air Transport Line maintenance operation on modern Jet Aircraft.
- 3.3. **Age** : Age should be below 45 years at the closing date of applications.
- 3.4. **Salary** : A monthly fixed allowance will be paid during the contract period.
- 3.5. **Method of Selection** : By an Interview.

4. POST OF TECHNICIAN – (GROUND SUPPORT EQUIPMENT) -(ON CONTRACT)
No. of Vacancies at MRIA -01

Job Scope : To identify and evaluate regular /daily maintenance checks, repair and overhaul requirements.
To manage /attend the activities of equipment maintenance, repairs and overhaul of Aircraft handling and ground equipment in an effective and efficient manner to achieve optimum product put in order to meet relevant requirements /standards.

- Key Responsibilities** :
- Attend /Take prompt action for routine maintenance and pre-planned maintenance of ground service equipment.
 - Plan and implement an effective and efficient system to ensure that the equipment performance and processes including planning and maintenance of records.
 - Coordinate and communicate with management to enhance the operational standards carry out technical evaluations and recommended the most suitable ways if required.
 - To improve productivity out of workshop to meet the demands on maintenance, servicing, repair and overhaul of equipment.
 - Coordinate and communicate with equipment manufactures and repair agencies for repair /overhaul capabilities and technical advice to improve the reliability and serviceability of equipment.
 - Develop, monitor and review the improvement and achievement of equipment performance.
 - Ensure that adequate quantities of spares are made available and monitor the maintenance, service repair and overhaul of A/C handling equipment.

4.1 **Qualification** : i Should possess NAB/NAITA certificate or a Trade certificate issued by a Technical college having successfully followed a full time course of not less than 2 years duration in the Automobile Mechanic /Automobile Electrician .
OR
Should possess NVQ Level 04 qualification in the field of Automobile Mechanic/Automobile Electrician
and
ii A Valid Heavy Vehicle Driving License

4.2 **Experience** : Should possess Four (04) years overall experience in the Ground Support Equipment maintenance (Including Training period)

4.3 **Age** : Age should be below 45 years at the closing date of applications.

4.4 **Salary** : A monthly fixed allowance will be paid during the contract period.

4.5 **Method of Selection** : By a Practical test and an Interview.

5. POST OF GROUND SUPPORT EQUIPMENT OPERATOR (ON CONTRACT)

No. of Vacancies at MRIA -08

No. of Vacancies at CIAR -02

No. of Vacancies at JIA -01

Job Scope : Operate Ground Support Equipment and provides all utility services for customer Aircraft in cost effective and timely manner in compliance with standard safety procedures.

Key Responsibilities :

- Deliver incoming baggage to arrival baggage belts as per instructions of the coordinator in priority order for speedy delivery for collection by passengers within the ideal time frame.
- Transport transfer baggage for transfer sorting areas on priority basis in order to expedite transfer activities within allowed time frame.
- Safe and timely transportation of joining baggage to respective aircraft to ensure finalizing of loading within time limits.
- Remove unloaded cargo from the Aircraft and position same in an orderly manner to be taken away by cargo staff.
- Position joining cargo at the Aircraft to facilitate loading.
- Arrange trollies for arrival flights and remove them upon completion of the flight to ensure bays are cleared and ready to accommodate incoming flight movements.
- Ensure adherence to given safety/ Security related requirements, revised procedures and processes published and communicated from time to time to ensure safe flight movements.
- Operate Ground Support Equipment such as Ground Power Unit, Air Conditioning Unit, Air Starter Unit, and Water/ Toilet Servicing Unit on time in order to meet needs of customer Aircrafts.
- Place / Remove wheel chocks and Safety cones, provides fire extinguisher for each aircraft (while it's on ground) during aircraft movement in order to avoid safety hazards.

5.1 **Qualifications** : i Should have Passed GCE (O/L) in Six (06) subjects
ii Valid Heavy Vehicle Driving License.
iii Fair Knowledge of Handling GSE Equipment.

5.2 **Experiences** : 10 years overall experience of which 05 years as Aircraft Equipment Operator experience.

5.3 **Age** : : Age should be below 50 years at the closing date of applications

5.4 **Method of Selection** : By an Interview

5.5 **Salary** : A monthly fixed allowance will be paid during the contract period

6. POST OF TRAINEE AIRPORT SERVICE AGENT (ON CONTRACT)

Vacancies at MRIA -Trainee Airport Service Agent (Male) -08

Vacancies at JIA -Trainee Airport Service Agent (Male /Female) -08

- Job Scope** : Coordinate with relevant parties with regard to flight movement and perform routine functions under the purview of supervisory staff, achieving company/Airlines standards and laid down procedures. Carry out and/or facilitate routine processes of designated flights and/or process other functions ensuring maximum customer satisfaction in line with company/airlines standards and making use of available resources. To ensure submit accurate pre/post flight documentation and/or system updates in line with company/airlines procedures.
- Key Responsibilities** :
- Greeting passengers and checking their tickets and passports against the passenger list using computerized systems and maintain a high standard of customer service
 - Asking security questions, allocating seats and giving out boarding cards and luggage labels, weighing luggage and charging the passenger extra if the luggage is overweight
 - Giving flight information and directing passengers through security and departures
 - Dealing with issues from delayed, cancelled or missed flights
 - Checking boarding passes at the departure gate
 - Escorting people who require assistance and unaccompanied children
 - Making announcements on the public address system.
- 6.1 Education Qualification** :
- i Should have Passed the GCE (A/L) Examination in 03 subjects
 - ii Should have passed the GCE (O/L) Examination with Credit passes for English Language and Mathematics
 - iii Fluency in English
 - iv Ability to converse in foreign languages will be an added advantage
- 6.2 Physical Attributes** : Minimum height 64” (inches) for Male
Minimum height 62” (inches) for Female
- 6.3 Age** : Age should be 18 - 25 years on the closing date of applications
- 6.4 Method of Selection** : By a Written test and an Interview
- 6.5 Note** : Those who fulfill the requirements given above and successfully complete the selection process shall be recruited to undergo initially One (01) year On-the-job training on contract basis.
- 6.6 Salary** : The selectees will receive a fixed allowance per month during the training period.

General

The selected candidates have to perform duties at **Mattala Rajapaksa International Airport, Colombo International Airport Rathmalana and Jaffna International Airport**. They will have to perform duties at any Airport in any part of the Island as and when necessary.

The Contract period will be limited for a one year.

The selected candidates will have to perform day and night duties on roster basis

If you are interested and possess the relevant qualifications and experience, please send in your resume prepared according to the specimen application given in our Website www.airport.lk>CORPORATE>CAREERS with copies of the relevant certificates to be reached the following address on or before **April 19, 2023** **by Registered Post or Courier Service**. 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 qualified candidates will be notified at all stages of the selection process”.

**CHAIRMAN
AIRPORT & AVIATION SERVICES (SRI LANKA) (PRIVATE) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT
KATUNAYAKE**

Advert. 04/04/2023

