



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 GROUND SUPPORT EQUIPMENT OPERATOR (ON CONTRACT)

No. of Vacancies at MRIA -08

No. of Vacancies at CIAR -02

No. of Vacancies at JIA -01

- 3.1. **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.
- 3.2. **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.

- 3.3 **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.
- 3.4 **Experiences** : 10 years overall experience of which 05 years as Aircraft Equipment Operator experience.
- 3.5 **Age** : : Age should be below 50 years at the closing date of applications
- 3.6 **Method of Selection** : By an Interview
- 3.7 **Salary** : A monthly fixed allowance will be paid during the contract 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 **June 02, 2023** **by Registered Post or Courier Service.** Please indicate the **post applied for** on the Top Left Hand Corner of the Envelope.

Those who have applied in response to the External advertisement dated 04/04/2023 for the above posts are not required to re-submit their applications.

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**