

## Job Description

| Post Code   | Title of the post   | Number of Post   |
|---|---------------------|--|
| HM-1-1-D2   | Director(Aerodrome) | 1  |
| Job Description   |                     |  |
| <b>Title of Post</b>  | :                   | Director (Aerodromes)  |
| <b>Code</b>   | :                   | HM11-D2  |
| <b>Category</b>   | :                   | Senior Manager   |
| <b>Level</b>  | :                   | OS-3   |
| <b>Salary Scale</b>   | :                   | HM 1-1   |
| <b>Reporting to</b>   | :                   | Head of Division   |
| <b>Status of the Post</b>   | :                   | Permanent  |
| <b>Exercise of powers</b>   | :                   | As specified in the Delegation of Authority issued by the DGCA |
| <b>Main Job Purpose:</b>  |                     |  |
| <p>To accomplish, in close coordination with the Head of Division, the State Security Oversight functions in relation to local aerodrome planning, construction, operations and maintenance in conformity with the International Standards and Recommended Practices and published local requirements.</p>  |                     |  |
| <b>General Information:</b>   |                     |  |
| <p>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 Director 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.</p>   |                     |  |
| <b>Nature and Scope of Duties:</b>  |                     |  |
| <p>Duties and functions assigned to the post include but not limited to following;</p> <p><u>In close coordination with the Head of Division, discharging the following duties, functions and responsibilities;</u></p>   |                     |  |
| <ol style="list-style-type: none"> <li>1. reviewing the existing legal framework relating to aerodromes planning, development, operation and maintenance including the application of Safety Management Systems 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 airline security and other national requirements both current and evolving and initiating necessary action, if revision to existing legislative requirement is found necessary;</li> <li>2. reviewing the national Operating Regulations on aerodromes planning, development, operation and maintenance including the application of Safety Management Systems periodically and taking appropriate action to update them ensuring 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;</li> </ol> |                     |  |

3. Organizing all administrative, operational and maintenance duties and functions involved, for the efficient conduct of duties and functions of the Aerodrome Section of the CAASL. This includes but not limited to making effective arrangement to discharge 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 Aerodromes Section and make recommendations for suitable adjustments;
5. Identifying the initial and recurrent training requirements of the personnel engaged in various tasks assigned to the Aerodromes 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; It is the duty of the incumbent to develop a succession plan for all posts in the Aerodromes Section and give effect to it consistently:
6. Developing, adopting and promulgating necessary guidance material for the efficient discharge of duties and functions of the Aerodromes Section 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 or registration of all civil aerodromes in Sri Lanka as applicable;
8. executing effective surveillance programme on all registered or certified aerodromes;
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 14 and associated other documents;
11. Advise the DGCA on aerodromes and related matters as and when required
12. Act in cooperation with relevant sections for the effective implementation of State Safety Programme;

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.

Director-General of Civil Aviation And Chief Executive Officer