

- Katunayake
- Staff Vacancy**

	<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.41,570/- will be paid initially at recruitment.</p> <p>In addition to the above , employee will be paid ;</p> <ul style="list-style-type: none"> <li>• Cost of living allowance</li> <li>• Transport allowance</li> <li>• Technical allowance (if qualified)</li> </ul> <p>Other benefits;</p> <ul style="list-style-type: none"> <li>• Health Insurance scheme</li> <li>• Accident Insurance scheme</li> </ul>
<b>Age</b>	The candidates should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the candidates already served in the CAASL, Sri Lanka Air Force, Airport and Aviation Services (Sri Lanka) Ltd, Local Airline or Flying Schools. Applicants above the age of 60 would be considered for employment on contract basis.
<b>Minimum Qualification Required as per the Scheme of Recruitment</b>	<p style="text-align: center;"><b>External Candidates</b></p> <ol style="list-style-type: none"> <li>1. Commercial Pilot License with Instrument Rating and Frozen Air Transport Pilot License endorsement.</li> </ol> <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> <li>2. Flight Instructor Rating with not less than 500 hours of instructions or having a total flying experience of not less than 1000 hours</li> </ol>
<b>Job Description</b>	
<b>Title of Post</b>	: Civil Aviation Inspector (Aircraft Flight Operations)
<b>Code</b>	: MA53-OP-1
<b>Category</b>	: Enforcement / Operational
<b>Level</b>	: OS-4 (1)
<b>Salary Scale</b>	: MA-5-3
<b>Reporting to</b>	: Head of Section
<b>Status of the Post</b>	: Permanent
<b>Exercise of Powers</b>	: As specified in the Delegation of Authority issued by the DGCA

**General Information:**

### Nature and Scope of Duties:

1. reviewing the existing legal framework re

- both current and evolving and initiating necessary action, if revision to existing legislative requirement is found necessary;
2. reviewing the national Operating Regulations regarding Aircraft Flight Operations 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

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 centering the ICAO Annex 6 and 18 and associated other documents;
- Head of Section or Head of Division may further elaborate and issue in writing the nature and scope of 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 Officer from time to time.

*[Signature]*

H.M.C. Nimalsiri  
Director-General of Civil Aviation  
and Chief Executive Officer.

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Salary Code	Monthly Salary
MA 5.3	<p>Rs.46,375 – 10 x 1,135 – 20 x 1,240 – 82,525</p> <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.41,570/- will be paid initially at recruitment.</p> <p>In addition to the above , employee will be paid ;</p> <ul style="list-style-type: none"> <li>• Cost of living allowance</li> <li>• Transport allowance</li> <li>• Technical allowance (if qualified)</li> </ul> <p>Other benefits;</p> <ul style="list-style-type: none"> <li>• Health Insurance scheme</li> <li>• Accident Insurance scheme</li> </ul>
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 candidates already served in the CAASL, Sri Lanka Air Force, Airport and Aviation Services (Sri Lanka) Ltd, Local Airline or Flying Schools. Applicants above the age of 60 would be considered for employment on contract basis.
Minimum Qualification Required as per the Scheme of Recruitment	<p><b>External Candidates</b></p> <p>A Bachelor of Science Degree of not less than three (03) years, from a university recognized by the University Grants Commission of Sri Lanka having studied in Physical Science, Transport, Aerospace, Information and Communication Technology or Engineering Stream with one (01) year Executive Experience or a Post Graduate Diploma in the fields above from an institution recognized by the University Grants Commission of Sri Lanka.</p>
Job Description	
Title of Post	: Civil Aviation Inspector (Aerodrome Operations)
Code	: MA53-AD-1
Category	: Enforcement / Operational
Level	: OS-4 (1)
Salary Scale	: MA-5-3
Reporting to	: Head of Section
Status of the Post	: Permanent

To assist the Senior Management to discharge the State Safety Oversight functions in relation to Aerodrome Operations effectively in conformity with the International Standards and Recommended Practices and published local requirements.

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.

Assisting the senior management in respect of;

## adequate and effective enough to satis

2. reviewing the national Operating Regulations regarding Aerodrome Operations 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 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

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 Security, centering the ICAO Annex 14 and associated other documents;

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.

Signature/Date

H.M.C. Nimal Siri  
Director-General of Civil Aviation  
and Chief Executive Officer.

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