

## Job Description

The individual is responsible of carrying out Flight dispatch functions at FDC (Flight Dispatch Center) and carry out Flight monitoring duties at AOCC (Airport Operation Control Center) in compliance with regulatory requirements and flight operations/Company standards whilst maintaining safety at all times.

### Key responsibilities will include:

- Carry out Flight dispatch officer duties at FDC and AOCC in accordance with the Flight Operations Manual (FOM) & Operational Control & Flight Dispatch Manual (OCFDM) and as per the instructions and guidelines in Work procedure Manual (WPM).
- Liaise with Load Control and determine allowable zero fuel weight of flights, for given airport conditions, to determine and arrive at an accurate maximum uplift load and if there are any restrictions to inform relevant departments for necessary action.
- Check with Maintenance Control Centre (MCC) regarding the serviceability of aircraft and applicable MEL/CDL (Minimum Equipment List/Configuration Deviation List) penalties (if any) and make necessary changes to the operational flight plan in consultation with the Duty manager FDC or Senior Flight Dispatch Supervisor (SFDS) and keep PIC (Pilot in Command) as well as departments/overseas stations informed.
- Furnish the Flight Dispatcher with all required data to prepare the Operational Flight Plan such as en-route weather, departure delays, ATC (Air Traffic Control) delays, relevant NOTAMS (Notice to Airmen) and filing of ATC flight plans in advance, for the flight to be legitimate.
- Action schedule changes/additional flights proposed by Marketing to meet the company requirements speedily and accurately, so that all departments/online stations are aware of the changes to the schedule, to ensure financial gain to the company by way of smooth co-ordination and timely actioning.
- Update the schedule monitoring tool with all relevant information in a timely manner to ensure all flight movements, delays or cancellations are displayed network wide by which all schedule changes for the day are updated as Senior Management team (SMT) and all operational departments are heavily dependent on the fleet watch for the status of flights.
- Carry out flight watch duties for ETOPS (Extended-Range Twin Operations Performance Standards) and all other flights, advice the PIC of significant changes to weather, NOTAMS or the flight plan, by monitoring telex/emails in consultation with the Operations Control Manager (OCM) or Duty Manager FDC/SFDS. Monitor and action all incoming telexes/emails pertaining to flight progress and other related areas with minimum delay, uplink all important information pertaining to flight safety to the PIC via Aircraft communications addressing & reporting systems (ACARS) to ensure the information is disseminated and actioned.
- To Liaise with handling agents, station personnel and ATC when SriLankan flight diverts to ensure all necessary documentation and assistance is given to the crew.
- Monitor all contracted customer airline movements and ensure that all Flight Dispatch documents are compiled for briefing and disseminate movement messages within the stipulated times.

## Requirements

- 6 Passes at GCE O/L with 4 Credits in one sitting and credits for Maths & English and 2 passes at GCE A/Ls and current and valid ICAO 201 Flight Operations Officers License issued by CAASL with 1-year experience.

**Age to be not more than 35 years as of 03rd November 2024 which is the closing date.**

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

## Job Information

Department Name  
**Flight Operations**

Date Opened  
**24/10/2024**

Application Closing Date  
**03/11/2024**

Job Type  
**Full time**

Industry  
**Airline - Aviation**

City  
**Katunayake**

Province  
**Western**

Country  
**Sri Lanka**

Postal Code  
**11450**