

Job Description

Post Code	Title of the post	Number of Post
HM-2-1-DDG3	Deputy Director General (Corporate Management)	1

Job Description

Title of Post	:	Deputy Director General (Corporate Management)
Code	:	HM21-DDG3
Category	:	Senior Manager other than CEO
Level	:	OS-2
Salary Scale	:	HM 2-1
Reporting to	:	Director General of Civil Aviation and Chief Executive Officer
Status of the Post	:	Permanent
Exercise of powers	:	As specified in the Delegation of Authority issued by the DGCA

Main Job Purpose:

To establish and maintain, in close coordination with the Director General of Civil Aviation and Chief Executive Officer, an well-organized and state-of-the-art Civil Aviation Administration for the effective discharge of the State's responsibilities for Safety and Security Oversight of the aviation industry in Sri Lanka in conformity with the International Standards and Recommended Practices and published local requirements and to provide a conducive environment for unimpeded growth of air transport system whilst safeguarding the consumer rights and expectations.

General Information:

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 Deputy Director General 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.

Nature and Scope of Duties:

Duties and functions assigned to the post include but not limited to following;

In close coordination with the Director General of Civil Aviation and Chief Executive Officer, and subject to his general and specific directions, discharging the following duties, functions and responsibilities;

1. reviewing the existing legal framework relating to air transport, CAA's powers, functions and duties 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 personnel licensing, aircraft operations and airworthiness and other national requirements both current and evolving and initiating necessary action, if revision to existing legislative requirement is found necessary;
2. reviewing the national Operating Regulations on air transport, CAA's staff, assets, finances, administrative matters 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 applicable local legislations in order 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 Division that comes under his/her purview. This includes but not limited to making effective arrangement to discharge all such management functions of the Division as determination of the logistics for the Division, 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, staff management including performance appraisals and disciplinary control, responding to internal and general audit queries etc;
4. determination of manpower requirements in an ongoing basis for the effective discharge of the Division that comes under his/her purview and make recommendations for suitable adjustments in the cadre to be able to discharge the functions of the Division effectively;
5. Identifying the initial and recurrent training requirements of the personnel engaged in various tasks assigned to the Division that comes under his/her purview and liaising with the relevant Division 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 Division that comes under his/her purview and give effect to it consistently;
6. Developing, adopting and promulgating necessary guidance material for the efficient discharge of duties and functions of the Division that comes under his/her purview 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 Divisional library;
7. Acquiring both properties (lands, buildings, vehicles etc.), plants and machinery required for the effective discharge of the CAA and;
8. Certification and Surveillance of Air Transport Service Providers and management of matters connected or incidental thereto;
9. Negotiation of Air Services agreements and Management of traffic rights granted to airlines;
10. Close coordination, monitoring and reporting where necessary of matters relating to
 - a. all management of human resources of the entire CAA (recruitment, training, confirmations, promotions/demotions, separations:
 - b. all office management matters (office space, furniture, equipment, facilities and services, security, sanitary measures, cleaning);
 - c. all financial and revenue management matters of the CAASL;
 - d. asset management;
 - e. Information Technology;
 - f. staff disciplinary control;
 - g. general audit queries;
11. implementation of effective enforcement action on identified cases, as and when required; and,

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