



Airport & Aviation Services (Sri Lanka) Limited



We are looking for highly motivated individuals with right attitudes to fill the following vacancy

POST OF ASSISTANT MANAGER – SUPPLIES

1. Job Scope

Under direction of Head of Supply Chain Management, Assistant Manager should handle local and foreign purchasing efficiently and effective manner adhering to Airport and Aviation Services (Sri Lanka) Limited and Government Procurement Policies, to ensure smooth functioning of Airport operations of Bandaranaike International Airport, Mattala Rajapaksha International Airport, Ratmalana Airport and Batticaloa Airport. He/she should monitor each step in procurement process coordinating with departmental, Ministry and Cabinet Procurement Committees and relevant Government Institutions etc.

2. Key Responsibilities :

- 1 Initiate procurement formalities for purchase requisitions received from user Divisions and stores.
- 2 Check and make recommendations for the draft Bid Documents/ Quotation Documents, Tender Board papers etc.
- 3 Attending for bid opening of Departmental Tender Boards, Ministry Tender Board and Cabinet Tender Board.
- 4 Serve in Technical Evaluation Committee.
- 5 Signing Quotation Forms, Purchase Orders, Cheque Requisitions, Stores Requisitions Notes etc.
- 6 Certifying payment vouchers, list of suppliers, purchase requisitions etc. for approval.
- 7 Represent SCM Division for Tender Briefing.
- 8 Preparation of Contract Agreements, letter of award etc.
- 9 Work relating to Foreign Purchase such as land cost management, check CUSDE forms, certifying payment of customs duties, taxes, assist for approval process of Tele-communication Regulatory Commission.
- 10 Contribution for preparation of Procurement Plan, Progress Reports, Management Information Papers, Divisional budget etc.
- 11 General Administrative relating to leave, overtime, employees performance, training, grievance handling, complicit management etc.

- 3. Qualifications** : a. Should possess a Degree in the relevant field from a University recognized by UGC

AND

- b. Should possess a minimum of four (04) years' post qualifying Executive experience in the relevant field in reputed organization
- c. Should be fluent in both Written and Spoken English

4. **Age** : Below 35 years on the closing date for applications
5. **Method of Selection** : Selection will be made after Written Test and an Interview
6. **Salary** : The remuneration package offered will be attractive. In addition, the selectee will receive attractive fringe benefits

General

The selected candidate will have to perform duties at any Airport in any part of the Island as and when necessary.

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 > ENROLMENT > Careers** with copies of the relevant certificates to the following address on or before **June 22, 2018 only by Registered Post**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

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 the short listed candidates will be notified.

**CHAIRMAN
AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT
KATUNAYAKE**