

Job Description

Post Code	Title of the post	Number of Post
HM-2-2-ADG	Additional Director General	1

Job Description

Title of Post	:	Additional Director General
Code	:	HM22-ADG
Category	:	Senior Manager other than CEO
Level	:	OS-1
Salary Scale	:	HM 2-2
Reporting to	:	Director General of Civil Aviation(DGCA) and Chief Executive Officer (CEO)
Status of the Post	:	Permanent
Exercise of powers	:	As specified in the Delegation of Authority issued by the DGCA and CEO

Main Job Purpose:

To accomplish, in close coordination with the Director General of Civil Aviation and Chief Executive Officer , the State Security Oversight duties, functions and responsibilities in conformity with the International Standards and Recommended Practices and published local requirements. Also refer to para 2.1 of the Scheme of Recruitment.

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 Additional Director General may be required to undertake visits locally or abroad at short notice on missions of the CAASL. The Additional Director shall depending on the circumstances, will also have to play the role of a CAASL inspector in relation to safety oversight functions. He / She 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 liaison and coordination with the Director General of Civil Aviation and Chief Executive Officer, and subject to his specific or general directions and supervision discharging the following duties, functions and responsibilities;

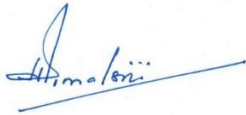
1. In coordination with respective Deputy Director General reviewing the existing legal framework relating to civil aviation periodically to ensure that it is adequate and effective enough to satisfy the State's Obligations under the Chicago Convention, Other International Conventions and Protocols relating to all matters connected with civil aviation and other national requirements both current and evolving and initiating necessary action if revision to existing legislative requirement is found necessary;
2. In coordination with respective Deputy Director General, reviewing the national Operating Regulations on civil aviation 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 and Security Oversight System;

3. In coordination with respective Deputy Director General, organizing all administrative, operational and maintenance duties and functions involved, for the efficient conduct of duties and functions of the CAASL. This includes but not limited to making effective arrangement to discharge all such management functions of the CAASL as determination of the logistics, 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. In coordination with the respective Deputy Director General, determination of manpower requirements in an ongoing basis for the effective discharge of the CAASL and make recommendations for suitable adjustments in the cadre to be able to discharge the functions of the CAASL;
5. In coordination with the respective Deputy Director General, identifying the initial and recurrent training requirements of the employees of the CAASL and consistent implementation thereof, for building the CAASL human resources capital. 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 ensure development of a succession plan for all posts in the CAASL and give effect to it consistently;
6. In coordination with respective Deputy Director General, ensuring the development, adoption and promulgation of necessary guidance material for the efficient discharge of duties and functions of the CAASL 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 CAASL citizen's charter, office manual, official website and Divisional library;
7. In coordination with the respective Deputy Director General, monitor conducting of all certification functions of the CAASL in relation to personnel and organizations engaged in safety or security sensitive tasks in aviation to ensure that they would conform to the applicable International Standards and Recommended Practices and published local requirements;
8. In coordination with the respective Deputy Director General, ensure executing consistent and effective surveillance programme on all personnel and organizations certified by the CAASL to ensure that they would continue conforming, to the applicable International Standards and Recommended Practices and published local requirements post certification;
9. In coordination with the respective Deputy Director General ensure implementation of effective enforcement action on identified cases, as and when required; and,
10. In coordination with the respective Deputy Director General, ensure timely performance of all activities relating to ICAO Continuous Monitoring Assessment on Aviation Safety and Security Oversight centering all the ICAO Annexes and associated other documents;
11. Ensuring discharging the State's obligations specified under Annex-19 "Safety Management" as it relates to the duties cast upon the Additional Director General;
12. Conduct periodic review meetings and closely monitor the work and functioning of the Divisions / Sections and give general or specific directions where necessary to ensure the unimpeded implementation of work

programmes of the divisions/sections as and when required and submission of reports on such activities to the DGCA/CEO.

13. Ensure establishment of required industry- regulator liaison programmes for effective coordination of matters of interest to CAASL.
14. Provide General and Specific direction to the Director (Research, Development Planning and Special Projects) as to the duties and functions assigned to the Director and perform the role of immediate supervisor of that Director;
15. Advise the DGCA on aviation matters as and when required.
16. Monitoring constantly the new and emergency challenges to aviation security and safety and to take necessary measures to face such challenges confidently and satisfactorily;

The incumbent is bound to perform any other official duty as may be assigned by the superiors and/or the Chief Executive Officer from time to time.

A handwritten signature in blue ink, appearing to read 'H.M.C. Nimalsiri', with a horizontal line extending to the right.

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