

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

01 POST OF HEAD OF INTERNAL AUDIT AND QUALITY ASSURANCE

1.1 Job Scope : Head of Internal Audit and Quality Assurance (H/IA&QA) reports directly to the Chairman of the company. H/IA&QA directs and coordinate with Deputy Head IA&QA and divisional staff on regular basis to provide internal audit service covering transactions/ processes of AASL in addition to general management of the division

1.2 Key Responsibilities :

- Prepare a risk-based internal audit plan annually and getting the approval of the Audit & Management Committee (AMC) for any year before the start of the year
- Make arrangements to implement the approved audit plan taking into consideration the auditing standards, internal procedures, both internal & external circulars, operational manuals, applicable laws and regulations etc.
- Make arrangements to carry out special audit assignments entrusted by the Board of Directors, AMC and the Chairman
- Provide audit programs and guidelines where applicable to the staff down the line in order for them to complete the assignments successfully
- Review, finalize and raise audit queries/reports and to reach conclusions once management response is received
- Assess on regular basis the degree of achievement against the intended internal audit service as per the annual plan and to take appropriate action to bridge the gap
- Make arrangements to identify training needs for the staff in relation to the audit work expected and request the management to provide required training
- Make sure optimum fair play in managing of the division

1.3 Qualifications : a) Should possess Bachelor's Degree recognized by the UGC (preference will be given to those who possess Accounting/ Finance Degree).

AND

b) Should be a member of ICASL/CIMA/ACCA

AND

c) Should possess a minimum of fifteen (15) years post qualifying experience in the relevant field out of which ten (10) years should be in a Managerial level post.

02 POST OF HEAD OF ELECTRICAL ENGINEERING

2.1 Job Scope : Head of Electrical Engineering (H/EE) reports directly to Chairman, Airport & Aviation Services (Sri Lanka) Limited. H/EE directs and coordinates with Deputy H/EE, Chief Electrical Engineer (CEE) and Sectional Heads on regular basis, on all Technical, Development of all existing and new Airports, Admin and Human Resource Development matters and implementation of Company policies, regulatory requirements, formulating and implementation of Divisional strategic plan in line with objectives and goals of the Company, as the Divisional Head.

The incumbent supervises all the activities of the Division through Deputy H/EE and other senior officials in addition to performance evaluation, delegation and distribution of tasks and deciding on priorities depending on the circumstances.

2.2 Key Responsibilities :

- Preparation of Divisional Strategic / Action plans.
- Preparation of Budget proposals of the Division
- Provide necessary guidance to D/H/EE and the designated CEE, in preparation of Divisional Training forecasts, recurrent Training plans and supervision of implementing same.
- Provide necessary overall leadership in implementing Action plans of the Division.
- Provide guidance in planning, design and implementation of projects
- Provide guidance in Contract administration and Project Implementation to his fellow Engineers.
- Preparation of Draft Cabinet Papers, Board Papers with regard to Project proposals, policies to be implemented as necessary.
- Assumes overall responsibility in recruitment and promotion of employees of the Division and selection of suitable candidates
- Ensure that Quality Control and Assurance measures are implemented and relevant targets are achieved in the Division
- Ensure that best practices are introduced and followed in the Divisional activities
- Ensure optimization of utilization of Human Resources in view of minimizing operational cost of the Division.
- Ensure and maintain highest professional standards in performing all technical and administration activities of the Division.

2.3 Qualifications : a) Should possess Bachelor's Degree in Electrical Engineering recognized by the UGC.

AND

b) Should be a Corporate Member of an Institution recognized by the Institute of Engineers Sri Lanka in the field of Electrical Engineering.

AND

c) Should possess a minimum of fifteen (15) years post qualifying experience in the relevant field out of which ten (10) years should be in a Managerial level post.

General

Age: The age should not be less than 50 years on the closing date for application for all above posts

Salary : The remuneration package offered for all above positions will be attractive. In addition the selectees will receive attractive fringe benefits

The above posts are in the Senior Management cadre of the Company and the selected candidates would lead the relevant Divisions.

If you are interested and possess the relevant qualifications and experience please send in your resume prepared according to the specimen application given in the Website with copies of the relevant certificates to the following address on or before **December 17, 2020 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**