



Airport & Aviation Services (Sri Lanka) (Private) Limited



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

POST OF SYSTEMS ADMINISTRATOR

1. **Job Scope** : Under the purview of the Systems Engineer, responsible for the overall maintenance and performance of the relevant Electronics, Communication & IT Systems.
2. **Key Responsibilities** :
 - a) Carry out regular inspections of the Systems maintained by IT Division.
 - b) Attend to day to day work and assign duties to Subordinate Staff.
 - c) Perform Administrative Functions.
 - d) Follow preventive maintenance system work orders and ensure the proper execution.
 - e) Daily inspection and maintenance of Technicians Log.
 - f) Conversant with the safety regulations pertaining to an organization of this nature, and enforce it among the subordinate staff.
 - g) Perform other allied duties including the covering up of duties.
 - h) Contribute actively during crisis situations, connected with the Airport Maintenance Operation.

3. **Qualifications** : i. Should have successfully completed a Higher Diploma in relevant field equivalent to NVQ Level 6 from a recognized Institute such as NDT, NDES, City & Guilds, HNDE, Open University, SLIIT, etc. Subjects shall include IT, Communication & Electronics
(The NVQ Level of the candidate shall be listed in the Tertiary and Vocational Education Commission's Website - www.nvq.gov.lk)
- ii. Should possess minimum of **Three (03) years** post qualifying experience in the relevant field. (03 years' of work experience should be acquired from the date of one of the above qualifications awarded)
4. **Age** : Should be below 35 years on the closing date for applications.
5. **Salary** : Starting Gross Salary will be approximately Rs.135,000/. In addition, the selectee will receive attractive fringe benefits such as Transport, Medical, Allowances, etc.
6. **Method of selection** : By a written test and an interview.

General:

The selected candidate will have to perform duties at Bandaranaike International Airport, Mattala Rajapakse International Airport or airport in any part of the Island as and when necessary either on Roster or Day Duty.

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 with copies of the relevant certificates to the following address on or before **May 09, 2023** **only by Registered Post or Courier Service**. 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 qualified candidates will be notified at all stages of the selection process.

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

Advertised on 24/04/2023