

## Job Description

Post Code	Title of the post	Number of Post
HM-2-1-DDG4	Deputy Director General (Air Transport and Security Regulation)	1

### Job Description

<b>Title of Post</b>	:	Deputy Director General (Air Transport and Security Regulation)
<b>Code</b>	:	HM2-1-DDG4
<b>Category</b>	:	Senior Manager other than CEO
<b>Level</b>	:	OS-2
<b>Salary Scale</b>	:	HM 2-1
<b>Reporting to</b>	:	Director General of Civil Aviation and Chief Executive Officer
<b>Status of the Post</b>	:	Permanent
<b>Exercise of powers</b>	:	As specified in the Delegation of Authority issued by the DGCA

**Main Job Purpose:**

To accomplish, in close coordination with the Director General of Civil Aviation and Chief Executive Officer , the State Safety and Security Oversight functions in relation to overall Air Transport, Aviation Security activities and Research, Development Planning in Sri Lanka effectively 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, Aviation security , 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 Air Transport , Aviation Security and Research development planning 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 , Aviation security and Research development planning 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 and Security 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. conducting certification of Aviation security establishments, Aviation security training organizations and Air transport service providers to ensure that they would conform to the applicable International Standards and Recommended Practices and published local requirements;
8. executing effective surveillance programme on certified Aviation security establishments and Aviation security training organizations and Air transport service providers including conduct of quality assurance program to ensure that they would continue conforming, to the applicable International Standards and Recommended Practices and published local requirements post certification;
9. Implementation of effective enforcement action on identified cases, as and when required; and,
10. Performing all activities relating to ICAO Continuous Monitoring Assessment on Aviation security oversight centering the ICAO Annex 17 and associated other documents;
11. Close coordination, monitoring and reporting where necessary of matters relating to
  - CAASL Security Administration
  - Information Technology
  - Technical Library
12. Conduct periodic review meetings and closely monitor the work and functioning of the Sections under the Division and give general or specific directions where necessary to ensure the unimpeded implementation of work programmes of the sections, as and when required;

13. Establish required industry- regulator liaison programmes for effective coordination of matters coming under the purview of the Division;
14. Advise the DGCA on air transport , aviation security and research development planning matters as and when required;
15. Monitoring constantly the new and emergency challenges to air transport, aviation security and research development planning and to take necessary measures to face such challenges confidently and satisfactory;

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