

Job Description

Post Code	Title of the post	Number of Posts
HM11-D8	Director (Air Transport and Economic Regulation)	1

Job Description

Title of Post	:	Director (Air Transport and Economic Regulation)
Code	:	HM11-D8
Category	:	Senior Manager
Level	:	OS-3
Salary Scale	:	HM 1-1
Reporting to	:	Head of Division
Status of the Post	:	Permanent
Exercise of powers	:	As specified in the Delegation of Authority issued by the DGCA

Main Job Purpose:

To accomplish in close liaison with the Head of Division all regulatory activities in relation to air commerce in conformity with the provisions in the Air Services Agreements that Sri Lanka has entered with other States and economic regulation right of access by air.

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 Director may be required to undertake visits locally or abroad at short notice on missions of the CAASL. The Director 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 Head of Division, discharging the following duties, functions and responsibilities;

1. reviewing the existing legal framework relating to Air Transport matters 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 Navigation (Technical Aspects) 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 regarding Air Transport matters 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 the local legislations to maintain a sound State Safety Oversight System;
3. Organizing all administrative, operational and maintenance duties and functions involved, for the efficient conduct of duties and functions of the Section of the CAASL . This includes but not limited to assisting the senior management in all such management functions of the section as determination of the logistics for the Section,

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 etc.; It is the duty of the incumbent to develop a succession plan for all posts in the Air Transport and Economic Regulation Section and give effect to it consistently;

4. determination of manpower requirements in ongoing basis for the effective discharge of the Section and make recommendations for suitable adjustments;
5. Identifying the initial and recurrent training requirements of the personnel engaged in various tasks assigned to the Section and liaising with the relevant sections 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;
6. Developing, adopting and promulgating necessary guidance material for the efficient discharge of duties and functions of the Section 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 sectional library;
7. Development of certification standards for licensing of Air Transport Service Provider and Global Distribution Systems and issue / renew licenses accordingly;
8. Coordination of Air Services Agreements with other States and taking steps for local implementation of provisions thereof;
9. Coordination of airline slots at local international airports;
10. executing effective surveillance programme on certified Air Transport Service Providers and Global Distribution System;
11. Intervention in solving consumer complaints in regard to use of air transport services
12. implementation of effective enforcement action on identified cases, as and when required; and,

Additional Director General of Civil Aviation may further elaborate and issue in writing the nature and scope of the work to be done by the incumbent within the frame work of this Job Description.

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.