

Job Description

The Flight Operations Officer - Compliance Monitoring will be accountable to the Flight Operations Manager - Compliance Monitoring and authorized to customize and maintain the sectional Work Procedure Manuals and sectional documents of the Flight Operations Division. The officer will be authorized to maintain control documents, record keeping, and conduct data entry into the Company Safety Management System for data pertaining to finalized Safety Risk Assessments and Managements of Change.

Key responsibilities will include:

- Ensure the timely, accurate, and efficient preparation of control documents within the Flight Operations Division. Manage the numbering, sorting, filing, storage, and retrieval of both electronic and hard copy documents maintained in the Flight Operations Document Library.
- In consultation with the Flight Operations Supervisor - Compliance Monitoring, customize the following Flight Operations manuals by inserting the required amendments.
- Customize the sectional Work Procedure Manuals by inserting the required amendments and distributing the latest manual revisions to all manual holders in a timely manner. Document and record all non-conformities identified during the periodic reviews of the Work Procedure Manuals (WPMs).
- Track all sectional documents and change requests, ensuring that the Flight Operations Document Library is accurately updated and maintained with the latest approved versions of documents and manuals.
- Ensure the efficient and accurate updating of data in the Company Safety Management System, including all finalized and approved hazards, risks, existing defenses, risk mitigation actions, risk ratings, target/review dates, and risk owners approved by the Flight Operations Safety Action Group (SAG).
- In consultation with the Flight Operations Supervisor - Compliance Monitoring, efficiently and accurately maintain a hazard/risk register that includes risk mitigation actions and target/review dates. Ensure the timely review of Safety Risk Assessments and Management of Changes (SRAs & MOCs) by tracking the target/review dates specified in the hazard/risk register.
- Ensure the accurate recording and timely circulation of meeting minutes. Prepare Civil Aviation Authority of Sri Lanka (CAASL) request letters for the approval of regulatory manuals, documents, and special requests. Create document templates, and scan, copy, and store all records and control documents of the Compliance Monitoring Section, including audit reports, Corrective Action Plans (CAPs), review documents, checklists, and other related materials.
- In consultation with the Flight Operations Supervisor - Compliance Monitoring, customize the Compliance Monitoring Manual of SriLankan Airlines Flight Simulator Training Devices (FSTDs) and the Approved Training Organization (ATO) Manual by inserting the required amendments.
- Immediately report any identified safety or quality violations and Standard Operating Procedures (SOP) deviations to the Section Manager and/or Flight Operations Manager - Compliance Monitoring.
- Undertake any additional responsibilities assigned by Management to support the achievement of the company's objectives, while actively contributing to departmental and divisional priorities and initiatives.

Requirements

- 6 passes at GCE O/L with 4 Credits in one sitting and a credit for English with 2 years of experience.
- OR
- 6 passes at GCE O/L in one sitting and a credit for English and full or part professional qualification with 2 year's work experience.

Note: Trainee and internship experience will not be considered as work experience.

Age to be not more than 30 years as at 07th December 2025 which is the closing date.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Division Name
Flight Operations

Date Opened
27/11/2025

Application Closing Date
07/12/2025

Job Type
Full time

Industry
Airline - Aviation

City
Katunayake

Province
Western

Country
Sri Lanka

Postal Code
11450