

## Job Description

Post Code	Title of the post	Number of Post
MA53-HR-1	Assistant Manager (Human Resource Management)	1

### Job Description

<b>Title of Post</b>	:	Assistant Manager (Human Resource Management)
<b>Code</b>	:	MA53-HR-1
<b>Category</b>	:	Enforcement / Operational
<b>Level</b>	:	OS-4 (2)
<b>Salary Scale</b>	:	MA-5-3
<b>Reporting to</b>	:	Head of Section
<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:**

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 Assistant Manager may be required to undertake visits locally or abroad at short notice on missions of the CAASL. The Officer shall invariably attend to the training events offered by the organization.

#### **Nature and Scope of Duties:**

This will include general duties and functions, but not limited to the following;

1. Assist the Senior Management to review and upgrade the legal framework relating to obtaining services of personnel skilled in civil aviation and terms and conditions of employment, as and when required.
2. Assist the Senior Management to review the existing Staff Rules and Administrative Procedures, Office Management Rules and Procedures, Disciplinary Rules and Procedures etc. and make recommendations for improvements where necessary.
3. Assist the Senior Management to arrange all administrative, operational and maintenance duties and functions involved, for the efficient conduct of the entire CAASL. This includes but not limited to assisting the senior management in all such management functions of the CAASL as determination of the logistics, attending to day to day duties and functions, planning, designing, implementation of the annual work plans, programmes and budgeting, data collection, processing, retrieval, disseminations and report writing etc. These duties may be further elaborated by the Sectional Head depending on the circumstances.
4. Assist Senior Management for the determination of manpower requirements for the effective discharge of the CAASL and make recommendations for suitable adjustments for the effective discharge its duties and functions
5. Assist the Senior Management to identify initial and recurrent training requirements of the personnel employed in the CAASL and liaising with the other relevant sections of the CAASL for their consistent implementation. This includes but not limited to the conduct of necessary training, workshops, seminars etc. for enhancement of knowledge and awareness of the industry in the subject matter.

6. Assist the Senior Management to develop, adopt and promulgate guidance material for the efficient discharge of duties and functions of the Section to which the officer is attached and review and update the existing material.
7. Assist the Senior Management to implement Staff and Office Administrative Rules and Procedures
8. Any other duty as may be assigned by the Chief Executive Officer from time to time.

Director General of Civil Aviation and Chief Executive Officer.