

## Job Description

The Flight Operations Executive – Compliance and Monitoring is accountable to the Flight Operations Manager – Compliance Monitoring and is authorized to assist in ensuring that regulatory compliance within the Flight Operations Division is effectively implemented through coordination with the Flight Operations Division management and other divisions in the organisation. The role is also responsible for managing the document management system to ensure that all sections of the Flight Operations Division comply with applicable regulatory requirements and standards, including Company requirements, IATA Operational Safety Audit (IOSA), European Union Aviation Safety Agency (EASA), and other relevant regulations.

### Job Accountabilities:

- Prepare the documentation required for Manual Review Meetings and assist in obtaining the necessary approvals from the Civil Aviation Authority of Sri Lanka (CAASL).
- Compile and provide the required documentation and identified manual references to support the review and preparation of compliance reports relating to Flight Operations Implementing Standards, Directives, and General Directives issued by CAASL and other applicable regulatory authorities.
- Support the Flight Operations Division's preparedness for internal and external IATA Operational Safety Audits (IOSA), covering the areas of Flight, Dispatch, and Cabin.
- Contribute to the establishment of Quality Management System (QMS) standards and the development and publication of quality policies and procedures within the Flight Operations Division to ensure standardization and alignment of flight operations processes and activities.
- Review and approve proposed amendments to sectional documents maintained in the Flight Operations Document Library, in coordination with the Flight Operations Manager – Compliance Monitoring.
- Coordinate and facilitate Safety Action Group Meetings, Safety Performance Review Meetings, Management of Change Meetings, Safety Risk Assessment Meetings, Management Review Meetings, and other scheduled or unscheduled safety and quality-related meetings as required, in consultation with the Flight Operations Manager – Compliance Monitoring.
- Ensure timely updates to the Flight Operations Hazard Registry within the Safety Management System and follow up to confirm that all identified hazards and risks are appropriately addressed and closed.
- Maintain timely updates of data relating to the Flight, Dispatch, and Cabin scopes on the Safety Performance Indicators/Targets Dashboard, and follow up with relevant Safety Performance Target owners to obtain root cause analyses and proposed actions for any negative variances.
- Support inspections of SriLankan Airlines Flight Simulator Training Devices to ensure that all required certifications and approvals are maintained in accordance with applicable regulatory requirements and industry standards.
- Assist in the inspection of the SriLankan Airlines Approved Training Organization (ATO) to ensure continued compliance with applicable regulatory requirements, company standards, and approved procedures.
- Immediately report any identified safety or quality violations and SOP deviations to the relevant Sectional Managers and the 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

- Bachelor's Degree with 2 year's work experience in a relevant discipline.  
**OR**
- Full professional qualification with 2 years' experience in a relevant discipline.

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

**Age to be not more than 35 years as of 05th July 2026 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

Grade

**8.1**

Division Name

**Flight Operations**

Date Opened

**25/06/2026**

Application Closing Date

**05/07/2026**

Job Type

**Full time**

Industry

**Airline - Aviation**

City

**Katunayake**

Province

**Western**

Country

**Sri Lanka**

Postal Code

**11450**