



# Civil Aviation Authority of Sri Lanka

## Staff Vacancies

Civil Aviation Authority of Sri Lanka ensures through strategic planning, professional guidance and stringent surveillance under well established regulatory framework, the operational of safe secure efficient regular and environment friendly national civil aviation system that conforms to the national legislative requirement and the International Standards and Recommended Practices (SARPs). Civil Aviation Authority of Sri Lanka is looking for energetic enthusiastic and self-motivated personnel who has sound qualifications and extensive experience in the field of civil aviation to fill its vacancies in the following post.

### Director (Human Resource and Property Management)

Post Code HM-1-1D9 Number of Posts - 01

#### Remuneration Provided:

(Salary Scale (HM1-1)- Rs. 80,295 – 15 x 2,270 -114,345 – as per the MS Circular 02/2016 (I))

- All Inclusive of monthly remuneration of approximately Rs. 173,595.00 which would include the Basic Salary, Cost of Living Allowance, Monthly Allowance, Interim Allowance, Professional Allowance and Transport Allowance as per the applicable circulars.
- Fuel Allowance to the value of 115 litres per month (at the fuel price at the time)
- Other Benefits - Health Insurance Scheme, Accident Insurance Scheme, Death Grant Scheme, Bonus, Leave Encashment, Communication Facility

#### Qualifications and Experience

##### External Candidate

A Bachelor's Degree of not less than three (03) years duration, which is recognized by the University Grants Commission of Sri Lanka in the field of Management, Administration or Commerce;

WITH

A Postgraduate Degree qualification (Master's) in the field of Management, Administration, Commerce or Associate Membership of a recognized Professional Chartered Institute in the related field;

AND

Minimum of ten (10) years' experience in the field of Human Resources Management or Administration at Managerial Level in a Corporation, Statutory Board/Institution/ Government Owned Company or a reputed Private Institution.

##### Internal Candidate (Option 01 or 02 below)

##### Option 01

Having obtained the qualifications required by the external candidates mentioned.

##### Option 02

Completion of Minimum of five (05) years' satisfactory service in a post in the Manager Category (MM 1-1) Grade I in the field of Human Resource and Property Management;

AND

Unblemished track record for the preceding five (05) years and having earned all the increments in the current post;

AND

'Good' or above grading in the Annual Performance Appraisals for the last five (05) years.

#### Age Limit:

Post	Age Limit	Remarks
Director	35 years - 55 years	The upper age limit will not apply to the internal candidates and personnel served in Sri Lanka Air Force, Airport and Aviation Services (Sri Lanka) Ltd, Local Airlines or Flying Schools.

- For further information, Job Description, and the **Standard Application form** can be downloaded from the CAASL official web site at [www.caa.lk](http://www.caa.lk)
- Applicants are required to send copies of documentary evidence for qualifications and experience to prove your eligibility for the applied post.
- Only the applications sent on the **Standard Application forms** will be entertained. Applicants who serve any of the Government organizations should apply through the Heads of the Organizations.
- Duly completed applications should reach this office on or before 02.06.2024 under registered post or can be forwarded by e-mail: [employment@caa.lk](mailto:employment@caa.lk) and they will be acknowledged.
- Applications should be addressed to **Director General of Civil Aviation & Chief Executive Officer, Civil Aviation Authority of Sri Lanka, No.152/1, Minuwangoda Road, Katunayake** and the title of the post being applied for shall be marked on the top left hand corner of the envelope.
- Only the candidates satisfying the eligibility criteria will be called for interviews/ tests.

**Director General of Civil Aviation & Chief Executive Officer,  
Civil Aviation Authority of Sri Lanka,  
No.152/1,  
Minuwangoda Road,  
Katunayake.**

19.05.2024