

Commercial Procurement Executive (Aviation Fuel)

Katunayake, Sri Lanka | Posted on 12/12/2025

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Job Description

The incumbent is responsible for independently managing the end-to-end procurement process for aviation fuel across all operational destinations of SriLankan Airlines. This includes sourcing, tendering, supplier selection, and ensuring timely and compliant procurement in line with company policies and Government of Sri Lanka guidelines. The role also involves monitoring supplier performance, overseeing fuel supply continuity for both regular and emergency operations, supervising junior procurement staff, maintaining supplier databases, and coordinating with internal stakeholders for accurate documentation and timely invoice settlements. Additionally, the Executive is expected to analyze market trends and fuel pricing to support informed decision-making and identify cost-saving opportunities, thereby ensuring operational efficiency and financial sustainability.

Job Accountabilities:

- Independently initiate, manage, and complete the procurement cycle for aviation fuel in strict adherence to company procedures and the Government of Sri Lanka (GOSL) Manual & Guidelines. This includes sourcing, initiating tenders, obtaining approvals from relevant Procurement Committees (EPC/MPC/SHLPC), ensuring the receipt of comprehensive offers, conducting detailed analytical evaluations, organizing Evaluation Committee meetings, and coordinating Procurement Committee meetings. Ensure timely awarding of suppliers to meet the aviation fuel supply requirements, facilitating smooth operations for SriLankan Airlines (UL).
- Independently monitor the performance of aviation fuel suppliers at each location worldwide. Promptly alert management of any shortcomings or issues, enabling timely remedial actions to ensure a continuous and uninterrupted supply of aviation fuel, thereby supporting the operational continuity of SriLankan Airlines (UL).
- Independently handle all advance payment requirements for Aviation Fuel and supervise and guide junior procurement staff to ensure the accuracy and proper documentation of all aviation fuel invoices. Address and resolve any disputes promptly to facilitate timely payments, thereby avoiding penalties and ensuring the company maintains its credibility and financial integrity.
- Support the Manager in the day-to-day operational, managerial, and administrative functions of the Aviation Fuel Procurement department.
- Manage and maintain the aviation fuel supplier database, ensuring that contact details of suppliers and into-plane service providers are regularly updated. Coordinate and disseminate the updated information to relevant station staff, the Flight Operations department, and other internal stakeholders in a timely manner.
- Promptly coordinate with station staff, fuel suppliers, and airport authorities to meet operational fuel requirements for routine and unscheduled/emergency flights.
- Analyze Aviation Fuel prices available in "Platts Market Center" using relevant pricing mechanisms and provide reports with accurate and timely data to the Higher Management and other internal stakeholders on a daily/weekly/monthly basis and as and when required.
- Monitor market trends, supplier performance, and pricing to support strategic procurement decisions and cost optimization.

Requirements

- Bachelors Degree with 2 years work experience in Procurement and Supply Chain Management.

OR

- Full professional qualification with 2 years experience in Procurement and Supply Chain Management.

Note: Experience in handling government procurement process and aviation fuel procurement would be an added advantage.

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

The upper age limit should be 35 years as of 22nd 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

Finance

Date Opened

12/12/2025

Application Closing Date

22/12/2025

Job Type

Full time

Industry

Airline - Aviation

City

Katunayake

Province

Western

Country

Sri Lanka

Postal Code

11450