

Job Description

Post Code	Title of the post	Number of Post
HM-1-1-D2	Director(Environment, Research and Project)	1

Job Description

Title of Post	:	Director (Environment, Research and Project)
Code	:	HM11-D4
Category	:	Senior Manager
Level	:	OS-3
Salary Scale	:	HM 1-1
Reporting to	:	Head of Division
Status of the Post	:	Permanent
Exercise of powers	:	As specified in the Delegation of Authority issued by the DGCA

To accomplish, as per the general direction of the DGCA and CEO research on selected subjects on International Standards and Recommended Practices and published local requirements.

General Information:

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 Director may be required to undertake visits locally or abroad at short notice on missions of the CAASL. The Director shall invariably attend to the training events offered by the organization and achieve the required competency standards being determined by the DGCA and CEO.

Nature and Scope of Duties:

Duties and functions assigned to the post include but not limited to following;

In close coordination with the Heads of Divisions, discharging the following duties, functions and responsibilities;

1. Organizing all administrative, operational and maintenance duties and functions involved, for the efficient conduct of duties and functions of the Section of the CAASL. This includes but not limited to making effective arrangement to discharge all such management functions of the section as determination of the logistics for the Section, attending to day to day duties and functions, planning, designing, implementation of the annual work plans, programmes and budgeting, data collection, storage, processing, retrieval, disseminations and report writing etc.
2. determination of manpower requirements in ongoing basis for the effective discharge of the Section and make recommendations for suitable adjustments;
3. Identifying the initial and recurrent training requirements of the personnel engaged in various tasks assigned to the Section and liaising with the relevant sections of the CAASL for their consistent implementation. This includes but not limited to updating the applicable sections in the CAASL Master Training Plan, Development of Annual Training Plans and Annual Training Programmes, conduct of necessary in-house or outdoor training, workshops, seminars etc. for the enhancement of knowledge and awareness of the relevant CAASL staff and industry partners,

as and when required; It is the duty of the incumbent to develop a succession plan for all posts in the Aerodromes Section and give effect to it consistently:

4. Developing, adopting and promulgating necessary guidance material for the efficient discharge of duties and functions of the Section and review and update the existing material in an ongoing basis. This includes the updating of the applicable portions of the CAA citizen's charter, office manual, official website and sectional library;
5. Performing the following duties and functions

Research

1. Developing project proposals;
2. Assisting in the development of project proposals and identifying targeted deliverables;
3. Controlling and directing funded research projects;
4. Prioritizing tasks within a project proposal;
5. Obtaining, reviewing and accepting deliverables specified in a project proposal;
6. Reviewing and accepting project status updates and resolving delayed or off-courses issues;
7. Attending project review meetings;
8. Competing task and follow-up of results;
9. Contracting of expertise in coordination with relevant sections of the CAA and resources per the project requirements;
10. Controlling expenditures in accordance to the allotted project funding limits;
11. Providing status updates;

Development Planning

1. Updating the CAA Corporate Plan as and when required;
2. Development of guiding principles and objectives for the Section;
3. Drafting National Aviation Policy;
4. Drafting Aviation Development Plan.

Special Programmes

1. Conduct of Aviation Awareness Programmes;
2. Issue of Aviation Magazines and Periodicals;
3. Maintaining Aviation Database and Statistical Programme;
4. Providing support to execute National Programmes as directed by the Government

The incumbent is bound to perform other official duty as may be assigned by the superiors and/or the Chief Executive Officer from time to time.

Director-General of Civil Aviation And Chief Executive Officer