

Job Description

Post Code	Title of the post	Number of Posts
HM11-D9	Director (Human Resources and Property Management)	1

Job Description

Title of Post	:	Director (Human Resources and Property Management)
Code	:	HM11-D9
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

Main Job Purpose:

To provide in close liaison with the Head of Division, a modern human resources service that supports a high performing workforce for a more productive, efficient, flexible and result oriented CAA capable of accomplishing its mission and providing sound and pleasing office ambience for both employees and customers.

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 Head of Division, discharging the following duties, functions and responsibilities;

1. reviewing the existing legal framework relating to staffing and office and property management periodically to ensure that it is adequate and effective enough to satisfy the State's Obligations under the Chicago Convention, Other International Conventions and Protocols relating to aviation and other national requirements both current and evolving and initiating necessary action, if revision to existing legislative requirement is found necessary;
2. reviewing the Staff and Office Operating Regulations periodically to ensure their adequacy for the consistent maintenance of productive, efficient, flexible and result-oriented professional staff capable of accomplishing the CAA's mission and conducive office ambience therefor;
3. 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 assisting the senior management in 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.; It is the duty of the incumbent to develop a succession plan for all posts in the Human Resources and Office Management Section and give effect to it consistently;

4. determination of manpower requirements in ongoing basis for the effective discharge of the Section and make recommendations for suitable adjustments;
5. 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;
6. 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;
7. Conducts in consultation with the CEO a recruitment program to ensure that the CAA maintains an adequate register or pool of qualified applicants for positions of the CAA.
8. Works with applicants in completing the application process, answers questions from applicants, interview applicants and participate in the selection process as required by the CEO.
9. Create and maintain complete, accurate and up-to-date written and e-records relating to Personnel employed by the CAA.
10. Conducts new employee orientation to foster positive attitude toward goals of the CAA.
11. Conducts wage surveys within the geographic service area to determine wage structure/rates, and recommend adjustments to minimum wage rates, other allowances.
12. Maintain CAA employees' performance evaluation program based on appropriate regulations.
13. Train staff in the process of employee performance evaluation, answer questions from employees regarding performance evaluation.
14. Prepare a complete CAA training plan for the CAA and implement it by conducting a needs assessment of employees, assist managers in developing or arranging for training programs.
15. Maintain records regarding employee participation in training programs.
16. Oversee employee benefit program for the CAA consisting of health insurance, life insurance, retirement, workers compensation, loans, earning of vacation and sick time, and other employee benefits.
17. Investigate staff accidents and prepare reports for insurance carrier and the CAA.
18. Maintain current knowledge of applicable State's rules and regulations relating to public administration, use of labour, equal employment opportunity, leave, occupational and safety health etc. and ensure that the CAA conforms to the law of the land in the discharge of its duties & functions.

19. Ensure that the CAA complies with the requirements of the various legislative/regulatory Mandates. Develops or arranges for training program for employees regarding the various States' requirements. Serve as the resource person to management and employees regarding issues related to the State legislation.
20. Administer a CAA grievance process. Confer with supervisory staff and employees regarding grievance procedures.
21. Conduct frequent studies regarding staffing levels, manpower needs of the CAA, absenteeism, job analysis,
22. Attend meetings at the local, regional, or State level and serve as a representative of the CAA.
23. Organize and conducts staff meeting(s), training sessions, seminars, workshops to update staff of changes that may alter functions, procedures and general activities in order for the staff to adequately perform job duties. Develops employee handbook or Office Procedures Manual.
24. Evaluate workloads, asses and implements changes as necessary in order for the Divisions /Sections to operate efficiently and in a cost effective manner..
25. Providing on–the-job training to the staff whom the CAA may place to understudy the holder of the post.
26. Develop in consultation with other divisions CAA Annual Work Plan and Programme.
27. Implement staff social programmes to promote co-operation and co-ordination amongst the CAA staff.
28. Conduct Performance Evaluations of the officers being supervised, as required by the CAA.
29. Issue and update the Job Descriptions of all staff attached to the Section with the approval of the CEO
30. Develop and update Office Procedures being performed or to be performed by the incumbent.
31. Updating the information/data in the CAA's website in respect of the subject matter that comes under the purview of the holder of the post.
32. Preparing quarterly, bi-annual or annual reports containing the progress made in respect of the work performed by the officer.
33. Develop and update CAA Administrative Procedures Manual and ensure that the Staff conforms to the requirements laid down therein in the performance of their duties and functions.
34. Trigger required activities for the other Sectional Heads to conduct periodic performance evaluations on the staff under their supervision and take appropriate action as per the recommendations in the evaluations.
35. Ensure all offices, buildings and other properties of the CAA are well maintained and kept clean and pleasant at all times with required utilities (water, electricity, telephones, IT facilities, janitorial service) in good and pleasant condition;
36. Development and maintaining a complete, accurate and updated staff information system capable of responding to any situation;
37. Provide transport services for official duties of staff and maintain the fleet of vehicles in the CAA in good condition.
38. Maintaining a good record keeping and archival system for the entire CAA;

39. Development and maintaining a good library service on aviation document and interactive internet based information (web) service;

40. Maintain a hygienic and health hazard free office environment;

41. Performing all other duties, functions and tasks associated with human resources and office management;

Additional Director General of Civil Aviation may further elaborate and issue in writing the nature and scope of the work to be done by the incumbent within the frame work of this Job Description.

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.