

## Job Description

The Flight Operations Manager - Dispatch Support will be accountable to the Manager Operations Support and authorized to manage and administer Flight Dispatch Support functions in accordance with regulatory requirements, company standards, original equipment manufacturers and other external entities relevant to operational control and flight dispatch support functions. Also authorized to ensure the flight planning system and preflight planning information are kept updated at all times to ensure the safe, secure and efficient conduct of flight operations.

### Key responsibilities will include:

- Manage and oversee the Flight Dispatch Support section in accordance with Company and Regulatory Requirements to ensure safe, secure and efficient conduct of flight operations. Accurately plan and efficiently manage the annual budgets.
- Manage and control the Flight Planning Database to ensure all features in the system are used effectively and efficiently for system optimization thereby benefitting the company with cost savings on fuel, over-flying expenses, and to ensure safe and secure conduct of flight operations.
- Ensure all issues, pertaining to the Flight Planning system and/or relevant procedures, raised by Flight Dispatchers, Flight Crew, and other stakeholders are investigated and corrective actions/solutions implemented in a timely manner.
- Ensure to formulate policies/changes and maintain the Work Procedure Manual to manage the Flight Dispatch support processes on a tactical and strategic basis in the most compliant and cost -effective manner.
- Ensure overflying clearances for all flights operated by Sri Lankan Airlines is obtained prior to the commencement of each flight.
- Ensure the Aeronautical Information publications (AIP) Library is maintained and updated regularly. Ensure the applicable Airworthiness Directives (ADs) and Notices to Airmen (NOTAMS) are stored, reviewed and processed accordingly.
- Ensure the block timings are compiled accurately, verified, and disseminated to the relevant stakeholders for scheduled, non-scheduled, charter, and VIP flights.
- Ensure the Operations Specifications for Foreign Air Transport Carriers in China (CCAR129) of relevant states are updated and maintained in compliance with regulatory requirements, by coordinating with the appropriate service providers regarding overflying matters.
- Ensure all ADHOC, VVIP, Charter and Wet/Dry lease operations are planned and coordinated with all relevant stakeholders to ensure the safe, secure and efficient conduct of flight operations.
- Ensure that all documentation pertaining to Flight Dispatch Support functions adheres to CAASL, IOSA, company, and divisional requirements and standards.
- Ensure all issues pertaining to Flight Dispatch Support functions raised by the Flight Dispatchers/Flight Crew are addressed and that corrective actions are taken in timely manner.
- Liaise with Original Equipment Manufacturers (OEMs), vendors and suppliers, as required, to discuss new developments with regard to flight planning, to ensure all systems/products are used to maximize effective flight planning and to address/resolve any system/product related issues.
- Liaise with respective regulatory and non-regulatory authorities to ensure flight dispatch support related functions are carried out within the framework of international and local regulatory standards.
- Carry out timely performance management of staff in assessing their performance and identifying training and development needs leading towards enhanced performance of the individuals resulting in increased organizational productivity and ensuring industrial harmony.

## Requirements

- Bachelor's Degree with 3 years' work experience at Executive level in a relevant discipline and current and valid ICAO 201 Flight Operations Officers licence issued by CAASL.  
OR
- Full professional qualification equivalent to a degree with 3 years' experience at Executive level in a relevant discipline and current and valid ICAO 201 Flight Operations Officers licence issued by CAASL.

Age to be not more than 40 years as of 02nd May 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

Department Name  
**Flight Operations**

Date Opened  
**22/04/2025**

Application Closing Date  
**02/05/2025**

Job Type  
**Full time**

Industry  
**Airline - Aviation**

City  
**Katunayake**

Province  
**Western**

Country  
**Sri Lanka**

Postal Code  
**11450**