



*Airport & Aviation Services (Sri Lanka) (Private) Limited*



***We are looking for highly motivated individuals with right attitude to fill the following vacancy***

**POST OF SYSTEMS ADMINISTRATOR (DATABASE)**

1. **Job Scope** : Under the general supervision of the Assistant Systems Engineer responsible for efficient and effective overall maintenance of the system.
  
2. **Key Responsibilities** :
  - Responsible for overall standard of maintenance and performance of the system.
  - Carry out regular inspections of the System and report abnormal conditions if any, to the Assistant Systems Engineer and take suitable steps to rectify such conditions/faults.
  - Assign day to day work to Subordinate Staff in accordance with the priority of the functions involved.
  - Instruct, direct and supervise the work carried out by the Subordinate Staff, ensure that an efficient and satisfactory job is carried out.
  - Evaluate the requirement of materials, tools and instruments for the uninterrupted running of the system and take steps to see that they are readily available, at least in the stores section and bring to the notice of the Assistant Engineer of any abnormality.
  - Initiate Works Orders, Stores Requisitions, etc., whenever the necessity arises and make emergency purchases on petty cash, being conversant with the procedures involved.
  - Follow preventive maintenance system work orders and ensure the proper execution of it.
  - Daily inspection of Technicians Log books
  - Conversant with the safety regulations pertaining to an organization of this nature, and enforce it among the subordinate staff.
  - Perform other allied duties including the covering up of duties of the System Administrators under his Assistant Engineer in their absence.
  - Contribute actively during crisis situations, connected with the Airport Maintenance Operations

3. **Qualifications** : i. Should have successfully completed a Higher Diploma in relevant field from a recognized Institute (BCS Diploma Level, NIBM Higher Diploma, SLIIT Higher Diploma or qualification equivalent to NVQ Level 6)  
(The NVQ Level of the candidate shall be listed in the Tertiary and Vocational Education Commission's Website - www.nvq.gov.lk)
- ii. Preference will be given to those who are having relevant Vendor Certificate.
- AND**
- iii. Should possess minimum of **Three (03) years** post qualifying experience in the relevant field. (03 years' of work experience should be acquired from the date of one of the above qualifications awarded)
4. **Age** : Should be below 35 years on the closing date for applications.
5. **Salary** : The remuneration package offered will be attractive. In addition the selectee will receive attractive fringe benefits.
6. **Method of selection** : By a written test and an interview

**General:**

The selected candidate will have to perform duties at Bandaranaike International Airport, Mattala Rajapakse International Airport or airport in any part of the Island as and when necessary either on Roster or Day Duty.

If you are interested and possess the relevant qualifications and experience please send in your resume prepared according to the specimen application given in our Website with copies of the relevant certificates to the following address on or before **October 20, 2023 only by Registered Post or Courier Service**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

**Please note that the applications without copies of the relevant certificates and/or forwarded in other modes and/or not in accordance with the specimen given on our Website will be rejected.**

Please note that only qualified candidates will be notified at all stages of the selection process.

**CHAIRMAN  
AIRPORT & AVIATION SERVICES (SRI LANKA) (PRIVATE) LIMITED  
BANDARANAIKE INTERNATIONAL AIRPORT  
KATUNAYAKE**

Advertised on 09/10/2023