



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 ENGINEER GRADE II

1. **Job Scope** : Under the direction of Systems Manager responsible for the efficient and effective overall maintenance of the Non-Navigational Electronic Systems.

2. **Key Responsibilities** :
 - Assumes duties in the absence of the Systems Manager.
 - Responsible for the overall standard of maintenance & performance of the systems under his purview.
 - Compile a record of all maintenance and repair work carried out and forward monthly report on the same.
 - Participate in Current Projects related to the section, additions and improvements pertaining to the Department.
 - Responsible for the preparation of overtime summary, meal allowance, leave summary, late attendance and forward to Systems Manager on time at the beginning of each month.
 - Initiate works orders, stores requisitions, etc., whenever the necessity arises and make of emergency purchases on petty cash, being conversant with the procedures involved.
 - Assist the Subordinate Staff for upgrading of their technical knowledge.
 - Instruct, direct and supervise the work carried out by the subordinate staff, daily inspection of Log Books, ensure that an efficient and satisfactory job is carried out.
 - Conversant with the safety regulations pertaining to an organization of this nature, and enforce it among the subordinate staff.
 - Compile a record of all maintenance and repair work carried out and forward monthly report on the same.
 - Carry out regular inspections with relevant officers and report abnormal system conditions, if any to Systems Engineer.
 - Evaluate the requirement of materials, tools and instruments for the uninterrupted running of the section and take steps to see that they are readily available, at least in the Stores Section.

- Initiate works orders, stores requisitions, etc., whenever the necessity arises and make of emergency purchases on petty cash, being conversant with the procedures involved.
- Efficient administration of the subordinate staff.
- Prepare Preliminary Technical Specifications and Evaluation of Tenders.
- Take the tools, equipment, maintenance manuals and drawings, etc., to the inventory books and controlling the issues of them efficiently, inform any losses to the management and assist the Management to verify the tools annually.

3. **Qualifications** : a. Should possess a Bachelor's Degree in a relevant from a University recognized by University Grant Commission (UGC)

AND

b. Should possess a minimum of one (01) year post qualifying experience in the relevant field in reputed organization

4. **Age** : Should be below 35 years on the closing date for applications.

5. **Salary** : The remuneration package offered for the above post will be attractive. In addition the selectees 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 any Airport in any part of the Island as and when necessary.

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**

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