



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

1. **Job Scope** : Under the purview of the Head of IT, Systems Engineer & Assistant Systems Engineer, responsible for the overall standard of maintenance and performance of the relevant Electronics, Communication & IT Systems.
2. **Key Responsibilities** :
 - a) Responsible for the overall standard of maintenance and performance of the system.
 - b) 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.
 - c) Assign day to day work to Subordinate Staff in accordance with the priority of the functions involved.
 - d) Instruct, direct and supervise the work carried out by the Subordinate Staff, ensure that an efficient and satisfactory job is carried out.
 - e) 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.
 - f) Initiate Works Orders, Stores Requisitions, etc., whenever the necessity arises and make emergency purchases on petty cash, being conversant with the procedures involved.
 - g) Follow preventive maintenance system work orders and ensure the proper execution of it.
 - h) Daily inspection of Technicians Log Books.
 - i) Conversant with the safety regulations pertaining to an organization of this nature, and enforce it among the subordinate staff.
 - j) Perform other allied duties including the covering up of duties of the System Administrators under his Assistant Engineer in their absence.
 - k) Contribute actively during crisis situations, connected with the Airport Maintenance Operation.

3. **Qualifications** : i. Should have successfully completed a Higher Diploma in relevant field equivalent to NVQ Level 6 from a recognized Institute such as NDT, NDES, City & Guilds, HNDE, Open University, SLIIT, etc.
- ii. Preference will be given to those who are having relevant Vendor Certificate.
- iii. Should possess minimum of Three (03) years post qualifying experience in the relevant field.
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 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 **December 01, 2022 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 forwarded in other modes and 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.

The Advertisement dated 26/08/2021 is treated as cancelled consequent to this Advertisement.

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

Advertised on 18/11/2021