



**Job Title: SR. EXECUTIVE – INTERNATIONAL AFFAIRS**

Designation	Sr. Executive – International Affairs
Level	1B
Department	International Relations
Division	Security, RA & IR
Reporting Manager	Sr. Manager – International Relations

**Job Overview**

The International Relations team plays an important role in securing permits and necessary approvals for International Operations. This role will assist in preparation of application and trackers to ensure the smooth International Operations.

**Key Responsibilities**

- Identify traffic rights needs and support efforts to meet Vistara’s network plans
  - Assist in Obtaining licenses for allocation of traffic rights and ensure flights are operated.
  - Provide necessary justification for the grant & maintenance of traffic rights
- Assist in Preparation of position briefs
- Assist in obtaining all necessary approvals from Civil Aviation Authorities abroad for International Operations of Vistara
- Operational – ensure all flights have necessary approvals
  - Assist in timely approval of seasonal flight schedules, over-flight requirements, ad hoc supplementary charter flights, codeshare approvals and training flights from local and foreign authorities
  - Assist in Preparation of applications & monitor validity of existing licenses.
  - Liaise with third party agents to obtain approvals when necessary
- Keep abreast of regulatory developments
- Build relationships with government agencies, airlines & associations on regulatory matters
- Assist in preparation of the Database and SOPs within IR department
- Any other task assigned by Department Head

**Skills/Attributes**

- Good networking & liasioning Skills is required
- Candidate must have good mediation & negotiation skills
- Good verbal and written communication skills are needed
- Proficiency in Strategic and analytical ability is required from candidate
- Experience in Stakeholder Management is required
- Good understanding of international laws and regulations is required
- Knowledge of Foreign Languages will be an added advantage

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**Work Experience**

- 3+ years of relevant experience in dealing with International agencies including aviation regulatory agencies

**Qualification**

- Graduate from a recognized university is required

**Location**

- Gurgaon

**TATA SIA Airlines Limited**

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