Applications are invited from qualified candidates who wish to be considered for appointment as Aviation Security Officer in the Civil Aviation Department.

II. **AGE LIMIT**
Candidates should be between 18 and 30 years of age by the closing date for the submission of applications.

III. **QUALIFICATIONS**

1. Candidates should –

   A. possess a Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics or Passes in at least two subjects including Mathematics obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission;

   B. have a physique with their Body Mass Index (BMI) values ranging between 18.50 and 24.99 and also satisfy the following minimum requirements:

   **For male candidates**
   - Height: 1m 65 cm
   - Chest Measurement: 80 cm (Normal Inspiration)

   **For female candidates**
   - Height: 1m 55 cm

2. Candidates should –

   (i) have a good command of spoken English and French;

   (ii) possess good communication skills; and

   (iii) be computer literate

**NOTE**

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

3. Candidates may be required to sit for a written examination as part of the selection process.

4. The formula for the calculation of the **Body Mass Index** (BMI) is:

\[ \text{BMI} = \frac{W}{H^2} \]

where \( W \) is the weight and \( H \) is the height of the candidate.

5. The Commission reserves the right

(i) to convene **only** the best qualified candidates for interview; and

(ii) not to make any appointment following this advertisement.

**Note**

Aviation Security Officers may be required to follow such theoretical or practical training courses, locally or abroad, as may be approved and arranged.

**IV. DUTIES AND SALARY**

1. To enforce security instructions and regulations in relation to aeronautical installations of the Civil Aviation Department at the Headquarters and outstations.

2. To patrol the Headquarters and outstations ensuring its security and surveillance of Government property.

3. To ensure safekeeping of keys.

4. To process applications for and issue of Aviation Security Identification Cards (ASICs).

5. To configure, activate and de-activate Electronic Access Control System.

6. To modify Aviation Security Identification Card templates, as and when required.

7. To control the access and movement of vehicles and persons at the Headquarters and outstations.
8. To maintain records and furnish returns, as may be required.

9. To provide escort and assistance to visitors and VIPs, as and when required.


11. To use ICT in the performance of his duties.

12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Aviation Security Officer in the roles ascribed to him.

**Note:**

1. Aviation Security Officers will be required to work on shift, covering a 24-hour service including Saturdays, Sundays and Public Holidays, officially declared cyclone days and during emergencies.

2. Aviation Security Officers may be sent on assignment to Rodrigues or any Outer Islands of the Republic of Mauritius.

The permanent and pensionable post carries salary in scale Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 - 31,725 a month.

**V. MODE OF APPLICATION**

1. Qualified candidates are advised to submit their application **electronically** at the following address: [http://psc.govmu.org/English/Pages/PscHomepage.aspx](http://psc.govmu.org/English/Pages/PscHomepage.aspx)

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.**

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by **e-mail**. Candidates are encouraged to submit their e-mail address.

6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number **454 9955**.
7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commissions/Embassies overseas.

**VI. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, **not later than 3.00 p.m** (local time) on **Monday 10 December 2018**. Applications received after the specified date and time will not be considered.

Public Service Commission,
7, Louis Pasteur Street,
**Forest Side**

**Date: 27 November 2018**