Vacancies for Post of Aeronautical Information Officer
Civil Aviation Department

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

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

1. Candidates should possess:
   A. a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings or Passes not below grade C in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

   **Note**

   Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

   B. a Cambridge Higher School Certificate with passes at “Principal Level” in Physics or Mathematics or Computer Science or Geometrical and Mechanical Drawing or Design and Technology (Communication) obtained on one certificate or Passes in at least two subjects including Physics or Mathematics or Computer Science or Geometrical and Mechanical Drawing or Design and Technology (Communication) obtained on one certificate at the General Certificate of Education “Advanced Level”.
OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

2. Candidates should -

(i) be fluent in English and French; and

(ii) be computer literate.

Note

Qualification at 1A above should have been obtained prior to qualification at 1B above.

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 closing date.

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

4. 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.

IV. DUTIES AND SALARY

1. To collect, publish and distribute aeronautical data/information according to the Integrated Aeronautical Information Package which consists inter alia of-

   (a) Aeronautical Information Publication (AIP) including its amendment service;

   (b) AIP Supplement;
(c) Notice to Airmen (NOTAM) and Pre-flight Information Bulletin (PIB);

(d) Aeronautical Information Circular (AIC); and

(e) Checklist and Summary.

2. To provide aeronautical briefing to aircrew.

3. To classify and keep up-to-date all International Civil Aviation Organisation (ICAO) documents.

4. To be responsible for the Aeronautical Information Publication Library.

5. To exchange Aeronautical Information Package with other States.

6. To keep records of department maps, plans and charts made for navigational purposes.

7. To amend charts produced locally.

8. To process applications from aircraft operators to land/overfly the Mauritian territory.

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

10. 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 Aeronautical Information Officer in the roles ascribed to him.

Note

Aeronautical Information Officers will be required to work on shift, covering a 24-hour service including Saturdays, Sundays, Public Holidays and officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs14,875 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 – 32,500 x 925 – 37,125 x 1,225 – 38,350 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

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

3. 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.

4. Candidates already in the service should also 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 advised to submit their e-mail address.

6. For queries regarding Username & Password, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For technical support and other queries, the helpdesk 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 Public Service, Administrative and Institutional 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 Thursday 19 December 2019.** Applications received after the specified closing date and time will **not** be considered.

Date: 29 November 2019

Public Service Commission, 7, Louis Pasteur Street, **FOREST SIDE.**