

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 104 OF 2016

Vacancy for Post of Personnel Licensing Officer
Civil Aviation Department

Applications are invited from qualified candidates who wish to be considered for appointment as Personnel Licensing Officer **for the Ground Personnel** 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

- A.** Candidates should possess an Aircraft Maintenance Engineer's Licence with at least five years' experience obtained after the licence.
- B.** Candidates should also possess:
- (i) knowledge of the relevant International Civil Aviation Organisation documents and national legislation; and
 - (ii) be familiar with international aviation industry practices.

NOTE

1. Candidates should produce written evidence of all experience/knowledge claimed.
2. The Commission reserves the right to convene **only** the best qualified candidates for interview.

IV. DUTIES AND SALARY

1. To prepare and periodically review the syllabi for flight crew or ground personnel licence and rating examinations for pilots, flight engineers, or Aircraft Maintenance Engineer's Licence, defining the qualifying conditions and standards.
2. To produce and arrange for the publication of pamphlets and information circulars for the guidance of applicants for flight crew or ground personnel licences and ratings.
3. To prepare examination papers for flight crew or ground personnel licence and rating examinations and mark the candidates' answer sheets.

4. To maintain a statistical review to determine the effectiveness of the flight crew or ground personnel licence and rating examinations.
5. To evaluate the technical qualifications presented in support of applications for exemption from examination for flight crew or ground personnel licences and ratings.
6. To evaluate the technical content of the foreign flight crew or ground personnel licence and rating qualifications.
7. To assess the extent of the technical knowledge relating to examinations to be taken by applicants for the validation of foreign flight crew licences and ratings.
8. To be responsible in respect of training organisations (other than airlines), for:
 - (a) the evaluation of ground training curricula and the studying of material submitted by training organisations in support of applications for approval to conduct;
 - (b) the oral examination in their specialist subjects and audition in the classroom of ground instructors seeking approval to instruct at approved training schools;
 - (c) the inspection of training facilities and methods at approved training schools; and
 - (d) determining the strengths and weaknesses of ground training programmes at approved training schools and recommending the remedial action to be taken to maintain standards and improve course design.
9. To establish and maintain an efficient clerical system for the preparation and grant of licences, approvals and certificates to successful candidates.
10. To initiate and maintain, where appropriate, liaison with overseas aviation authorities with a view to effecting an exchange of information concerning examining techniques and standards pertinent to the maintenance of effective licensing standards.
11. To develop and maintain effective liaison with other organisations conducting training and/or examination of ground personnel including aircraft maintenance engineers and tradesmen.
12. To maintain a programme of visits to approved training organisations for the purpose of observing first hand current training and maintenance practices, and to maintain rapport with instructors and maintenance personnel.

13. To perform such cognate duties as may be assigned.

The permanent and pensionable post carries salary in scale Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

V. MODE OF APPLICATION

1. Qualified candidates should 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 Commission/Embassies overseas.
2. Candidates already in the service should submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<http://psc.govmu.org>**
4. Candidates are encouraged to submit on-line application through the government web portal at **<http://www.govmu.org>**
5. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are therefore advised to submit their e-mail address.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Wednesday 30 November 2016.**

Date: 10 November 2016

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