Vacancy for Post of Mandatory Occurrence Reporting Officer  
Civil Aviation Department

Applications are invited from qualified candidates who wish to be considered for appointment as Mandatory Occurrence Reporting 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

A. Candidates should possess a degree in Mathematics or Statistics or Physics from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –
   (i) possess sound organising, interpersonal and communication skills; and
   (ii) be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. DUTIES AND SALARY

1. To scrutinize reports of occurrences from operators of aircrafts, airports and air traffic services.
2. To process occurrences reports as per Standard Operating Procedures and disseminate occurrence information, as appropriate.

3. To maintain database of Mandatory Occurrence Reporting (MOR) (such as security, aerodrome facilitation, air traffic control, flight operations and aircraft maintenance).

4. To generate statistics of occurrences and produce charts for analysis on a monthly basis.

5. To co-ordinate, in consultation with appropriate technical units, the investigation and follow-up of occurrences reported under the MOR scheme.

6. To liaise with other organisations on issues related to occurrences, as appropriate.

7. To provide assistance to the Department’s accident/incident investigation cell.

8. To produce reports for management, based on recommendations of reports of investigation.

9. To ensure prompt submission of significant occurrences report to the International Civil Aviation Organisation.

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

11. 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 Mandatory Occurrence Reporting Officer in the roles ascribed to him.

**Note**

Mandatory Occurrence Reporting Officers will be required to follow such theoretical and on-the-job training courses, as may be approved and arranged by the Department.

The permanent and pensionable post carries salary in scale Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 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](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](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 Thursday 23 February 2017.**

**Public Service Commission,**

7, Louis Pasteur Street,

**FOREST SIDE.**

**Date: 03 February 2017**