Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Flight Data Officer in the Civil Aviation Division of the Rodrigues Regional Assembly.

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**

Candidates should -

A. possess a Cambridge Higher School Certificate with passes at “Principal Level” in Mathematics and Physics obtained on one certificate or passes in Mathematics and Physics obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission;

B. also have a very good command of spoken English and French; speech should be free from any accent or impediment which could adversely affect radio communication; and

C. be computer literate.

**NOTE**

Candidates will be required to undergo a medical examination to assess the standards of medical fitness including visual acuity, colour perception and hearing as recommended by the International Civil Aviation Organisation (ICAO) for Air Traffic Controllers.

**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 rests on the candidates.**

3. The Commission reserves the right to convene **only** the best qualified candidates for interview.
IV. **DUTIES AND SALARY**

1. To exchange aeronautical communications for the provision of aeromobile and aerofixed services.

2. To provide flight information service and alerting services, as may be required.

3. To maintain a continuous watch on the assigned communication channels.

4. To operate an Aeronautical Fixed Telecommunication Network (AFTN) switch and manage messages functions such as editing, retrieval, searching and archiving.

5. To prepare, save, defer, print and route Air Traffic Services (ATS) messages including emergency messages.

6. To prepare quarterly statistics and furnish other returns, as may be required.

7. To assist the Assistant Air Traffic Controller (Rodrigues) in the following duties -
   
   (i) the processing of flight data and co-ordination of such data with other Air Traffic Control Units;

   (ii) the management of flight progress strips; and

   (iii) relaying serviceability reports, meteorological information and navigation warnings.

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

9. 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 Flight Data Officer in the roles ascribed to him.

**Note**

1. Flight Data Officers are required to work on shift, covering a 24-hour service including night duty and work on Sundays, Public Holidays and officially declared cyclone days and during emergencies.

2. Flight Data Officers may be required to follow such theoretical, practical or on-the-job training courses locally and/or overseas, as may be approved and arranged.

The permanent and pensionable post carries salary in scale Rs 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 a month. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 12,880 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
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.

2. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.gov.mu](http://psc.gov.mu)

3. Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.

4. Candidates are 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 Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m. on Tuesday 08 April 2014.**

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

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

**Date: 26 March 2014**