Applications are invited from qualified candidates who wish to be considered for appointment as Personnel Licensing Assistant 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 diploma in Management or Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) have a basic understanding of the role of the International Civil Aviation Organisation (ICAO) and a working knowledge of ICAO annexes and technical documents pertaining to licensing matters;

(ii) have a general knowledge of aircraft operations, aircraft maintenance and air traffic control environment relating to the licensing of personnel;

(iii) possess good communication skills and qualities such as integrity, tact and initiative; and

(iv) 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 rests on the candidates.

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

The Personnel Licensing Assistant will be required to follow such theoretical and on-the-job training courses, as approved and arranged.

IV. DUTIES AND SALARY

1. To deal with applicants from the aviation community on all matters pertaining to licence, rating and examination.

2. To scrutinise and process applications for licences, ratings, flight tests and other licensing matters.

3. To examine documentary evidence of tests, qualifications and medical examination, where applicable, and make recommendations regarding the eligibility of licence applicants.

4. To be responsible for the management of a filing system and classification of files in respect of Flight Crew, Flight Despatchers, Ground Personnel and Air Traffic Control.

5. To complete licence data sheets and prepare licences for official signature and endorsement.

6. To process and prepare appropriate validation documents for signature by the authorised person.

7. To maintain a database of licence holders for statistical purposes.

8. To maintain records of personnel who have been authorised by the Director of Civil Aviation to conduct training and testing of Mauritian Flight Crew on his behalf.

9. To be the custodian of the Director of Civil Aviation’s official seal for allocation to designated examiners.

10. To report irregularities pertaining to personnel licensing to the Director of Civil Aviation.

11. To ensure availability of all materials necessary for the processing of applications and exercise strict control of licences issued and blank documents.

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

13. 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 Personnel Licensing Assistant in the roles ascribed to him.
The permanent and pensionable post carries salary in scale Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 35,375 a month. However, for the year 2014, the incumbent would draw salary at the discounted rate of Rs 17,380 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 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.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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

6. 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 Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest-Side, not later than 3.00 p.m. on Thursday 10 July 2014.

Date: 20 June 2014