MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 33 OF 2017

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; and

   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**

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

2. Candidates should produce written evidence of knowledge claimed.

3. **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 Equivalence Certificate, as appropriate, by the closing date.**

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

**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 Rs 14,875 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 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

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 Monday 29 May 2017.

Date: 16 May 2017