PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 53 OF 2015

Vacancy for the post of Aeronautical Information Supervisor
Civil Aviation Department

Applications are invited from qualified officers of the Civil Aviation Department who wish to be considered for appointment as Aeronautical Information Supervisor in the Civil Aviation Department.

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Aeronautical Information Officer who reckon at least three years’ service in a substantive capacity in the grade and who possess good communication, analytical and problem-solving skills.

III. ROLE AND RESPONSIBILITY

To be responsible for the effective provision of Aeronautical Information and Flight Clearance Services.

IV. DUTIES AND SALARY

1. To be responsible for the proper organization and administration of the Notice to Airmen (NOTAM) Office, Cartographic Unit, the Briefing Office and the Flight Clearance Office.

2. To ensure in accordance with relevant International Civil Aviation Organisation (ICAO) Standards and Recommended Practices.
   (i) The management of aeronautical data for the development of the Air Traffic Services;
   (ii) The publication and updating of the Mauritius Aeronautical Information Publication (AIP);
   (iii) The maintenance of the quality system and implementation of quality measures within the Aeronautical Information Services Division; and
   (iv) The quality (accuracy, resolution and integrity) of published information.

3. To train Aeronautical Information Services staff for the provision of Aeronautical Information and Flight Clearance Services.
4. To establish such systems as are required for the receipt and dissemination of all information required by aircraft operators and other users of aeronautical information.

5. To provide data required for the construction of visual and instrument flights procedures.

6. To co-ordinate topographical surveys for aeronautical chart production.

7. To provide reports and recommendations on all Aeronautical Information Services-related matters to the Divisional Head, Air Traffic Management Unit.

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 Aeronautical Information Supervisor in the roles ascribed to him.

Note

1. The Aeronautical Information Supervisor may be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days.

2. The Aeronautical Information Supervisor may be required to follow, locally or abroad such theoretical and practical training related to his duties, as may be approved and arranged.

3. The Aeronautical Information Supervisor may be sent on assignment to Rodrigues or any of the Outer Islands of the Republic of Mauritius.

The permanent and pensionable post carries salary in the scale Rs 26,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 42,275 a month plus salary compensation at approved rates.

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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate
through the Director of Civil Aviation.

3. This circular 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 14 December 2015.

Public Service Commission
7, Louis Pasteur Street,
FOREST SIDE

Date : 24 November 2015