PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 31 OF 2014

Vacancy for Post of Deputy Director of Civil Aviation
Civil Aviation Department

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

II. QUALIFICATIONS

A. By selection from among officers in the grade of Divisional Head reckoning at least three years’ service in a substantive capacity in the grade.

B. Candidates should –

(i) be familiar with the provisions of the Civil Aviation Act and its regulations and those of ICAO Annexes to the extent that are applicable to Mauritius.

(ii) be competent to fully take charge of at least two of the following areas of responsibility:

(a) Airworthiness and Accident Investigation;

(b) Personnel Licensing, Flight Operations, Aerodrome Licensing and Air Traffic Services Standards;

(c) Communication, Navigation and Surveillance; and

(d) Air Traffic Management;

(iii) possess managerial capabilities;

(iv) be able to take quick decisions; and

(v) have good communication skills.

III. DUTIES AND SALARY

1. To deputise for the Director of Civil Aviation as and when required.

2. To assist the Director of Civil Aviation in

(a) the day-to-day management of the Department;

(b) the implementation of policy decisions in the field of aviation; and

(c) promoting and ensuring air safety on the aerodromes of Mauritius and within the Mauritius Flight Information Region.
3. To be responsible for the production, implementation and maintenance of procedures for the safety of aircraft operations.
4. To ensure that a high standard of Ground and Air Operations, and facilities are maintained in compliance with the national and international standard and recommended practices.
5. To monitor airport development activities and ensure they are in line with international standards.
6. To coordinate with relevant Divisional Heads the work of different divisions of the Department.
7. To ensure that Mauritian registered aircrafts, including those operating offshore are continuously inspected as regards their airworthiness and flight operations capabilities.
8. To ensure that the aircraft and aerodrome operators are properly licensed to operate in Mauritius.
9. To exercise control of the licenses granted to flying as well as ground personnel including maintenance engineers and air traffic control staff.
10. To ensure the provision at all times of Air Traffic and Navigation services within the jurisdiction of Mauritius.
11. To keep abreast of developments in the civil aviation sector.
12. To perform such cognate duties as may be assigned.

Note

Deputy Directors of Civil Aviation may be required to work outside normal working hours including Sundays, Public Holidays, on officially declared cyclone days and during emergencies.

The permanent and pensionable post carries salary in scale Rs 64,175 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 a month. However, for the year 2014, incumbents would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
IV. 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, Civil Aviation Department.

3. This circular 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.

V. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on 07 August 2014.

Date: 18 July.2014

Public Service Commission, 7, Louis Pasteur Street, FOREST SIDE.