

**MAURITIUS PUBLIC SERVICE**

**PUBLIC ADVERTISEMENT NO. 26 OF 2021**

**Vacancies for Post of Flight Data Officer**  
**Civil Aviation Department**

Applications are invited from qualified candidates who wish to be considered for appointment as Flight Data Officer in the Civil Aviation Department.

**II. AGE LIMIT**

Candidates, unless already in the Service, should not have reached their **40<sup>th</sup>** birthday by the closing date for the submission of applications.

**III. QUALIFICATIONS**

Candidates should possess:

- A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics and Physics obtained at not more than two sittings or
- (ii) Passes not below Grade C in at least five subjects including English Language, French, Mathematics and Physics 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.

- B. 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

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C. Candidates should -

- (i) have a very good command of spoken English and French and speech should be free from any accent or impediment which could adversely affect radio communication; and
- (ii) be computer literate.

**NOTE**

1. Qualification at A above should have been obtained prior to qualification at 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 qualifications (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
4. Candidates may be required to sit for a written examination as part of the selection process.
5. The Commission reserves the right:
  - (i) to convene **only** the best qualified candidates for interview; and
  - (ii) not to make any appointment following this advertisement.

**NOTE**

Selected candidates will be required to undergo a medical examination to be carried out by the Ministry of Health and Wellness to assess the standards of medical fitness including visual acuity, colour perception and hearing.

**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 Air Traffic Control Officers 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 Saturdays, 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.
3. Flight Data Officers may be posted on a tour of service to Rodrigues or any of the Outer Islands of the Republic of Mauritius.

The permanent and pensionable post carries salary in scale Rs14,875 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 are advised to submit their application **electronically** at the following address:

**<http://psc.govmu.org>**

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.**
3. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
4. Candidates already in the service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
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. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
8. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**
9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional 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 Commissions/Embassies overseas.

**VI. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side **not later than 3.00 p.m. (local time) on Tuesday 25 May 2021**. Applications received after the specified closing date and time will **not** be considered.

**Date: 12 May 2021**

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