

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 44 OF 2024**

**Vacancy for Post of Divisional Head**  
**Civil Aviation Department**

Applications are invited from qualified officers of the Civil Aviation Department who wish to be considered for appointment as **Divisional Head** in the **Communication, Navigation and Surveillance Section** in the Department.

**II. QUALIFICATIONS**

By selection from among officers in the grade of Senior Engineer (Communication, Navigation and Surveillance) reckoning at least three years' experience in the field of Communication, Navigation and Surveillance and/or Aeronautical Communications.

**NOTE**

1. Candidates should produce written evidence of all experience claimed.
2. **The onus for the submission of written evidence of experience claimed rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience claimed by the closing date.**

**III. DUTIES AND SALARY**

1. To be responsible for the day-to-day management of a Division.
2. To be responsible for the planning, development of activities of the Division and to ensure proper implementation.
3. To review and update national and international standards and recommended practices.
4. To assist in the drafting of relevant legislations.
5. To participate in aircraft accident/incident investigation as and when required.
6. To ensure that necessary procedures are in place for the safety and efficiency of air transport.
7. To keep abreast of development in their relevant field.
8. To perform such cognate duties as may be assigned.

**Note**

Divisional Heads may be required to work outside normal working hours, including Sundays, Public Holidays and on officially declared cyclone days and during emergencies.

The permanent and pensionable post carries salary in scale Rs 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 77,950 a month.

#### **IV. MODE OF APPLICATION**

1. Qualified candidates should submit their application electronically *via* the website of the Public Service Commission at the following address:  
**<https://psc.govmu.org>**
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Director of Civil Aviation.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
5. 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**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** 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.**

#### **V. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Monday 9 September 2024**. Applications received after the specified closing date and time will **not** be considered.

**Date: 20 August 2024**

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