

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 43 OF 2024**

**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 who –
- (a) possess managerial capabilities;
  - (b) possess good leadership and organising skills;
  - (c) possess decision-making skills including ability to take quick decision;
  - (d) possess good analytical skills and are able to adopt a multi-disciplinary approach to problem-solving;
  - (e) possess strong interpersonal and communication skills; and
  - (f) have a high sense of responsibility and maturity.
- B. Candidates should be –
- (a) familiar with –
    - (i) the provisions of the Civil Aviation Act and regulations;
    - (ii) the Convention on International Civil Aviation and its Annexes; and
    - (iii) other conventions and protocols related to International Civil Aviation; and
  - (b) conversant with the functions of all divisions of the Department.

**III. ROLE AND RESPONSIBILITIES**

To assist the Director of Civil Aviation in the Management of the Civil Aviation Department in order to ensure that Mauritius is served by a safe, secure and efficient civil aviation industry.

#### **IV. 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;
  - (c) the conduct of safety and security oversight;
  - (d) promoting and ensuring air safety on the aerodromes of Mauritius and within the Mauritius Flight Information Region;
  - (e) ensuring compliance with the Standards and Recommended Practices of the International Civil Aviation Organisation;
  - (f) giving advice to the Government on aviation related issues; and
  - (g) developing draft policy papers and guidance materials to ensure safety and security of aircraft operations.
3. To ensure –
  - (a) the issuance of licences to appropriate aviation personnel as per the requirements of the International Civil Aviation Organisation and to exercise control on the licences issued;
  - (b) that aircraft, aerodrome and any other operators are properly licensed to operate in the Republic of Mauritius;
  - (c) that Ground and Air Operations as well as aviation services and facilities including airport developments are provided in compliance with national and international standards and recommended practices;
  - (d) that development of airport activities is in line with international standards;
  - (e) that inspections of Mauritian registered aircrafts, including those operating offshore are regularly carried out as required by standards and regulations;
  - (f) the provision of safe, secure and efficient Air Navigation Services within the airspace under the jurisdiction of Mauritius;
  - (g) the development of Civil Aviation Requirements and their implementation by operators and service providers; and
  - (h) the documents pertaining to Civil Aviation Requirements are developed, implemented and maintained up-to-date.
4. To coordinate with Divisional Heads on the work of different divisions of the Department.

5. To participate in Aircraft accident and incident investigation, as and when required.
6. To keep abreast of developments in the civil aviation sector.
7. To use ICT in the performance of his duties.
8. 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 Deputy Director of Civil Aviation in the roles ascribed to him.

### **Note**

Deputy Directors of Civil Aviation may be required to work outside normal working hours including Saturdays, Sundays, Public Holidays, during cyclonic periods and natural calamities.

The permanent and pensionable post carries salary in scale Rs 71,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 a month.

## **V. 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](mailto: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](mailto: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.**

**VI. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Tuesday 03 September 2024**. Applications received after the specified closing date and time will **not** be considered.

**Date: 14 August 2024**

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