

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 4 OF 2025**

**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 **Air Traffic Management Section** in the Department.

**II. QUALIFICATIONS**

By selection from among officers in the grades of Chief Officer and Air Traffic Services Standards Officer reckoning at least three years' experience in the field of Air Traffic Management and/or Air Traffic Control and/or Air Traffic Operations.

**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 on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public 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 Commissions/Embassies overseas.
2. Application Forms 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 **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

## **V. CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Tuesday 23 June 2025.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 03 June 2025**

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