

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 19 OF 2025**

**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 who reckon at least three years' service in a substantive capacity in the grade or an aggregate of at least 10 years' service in a substantive capacity in the grades of Divisional Head and Senior Engineer (Airworthiness – Air Frame and Power Plant) or Senior Engineer (Communication, Navigation and Surveillance) or Chief Officer or Aerodrome Licensing Officer or Air Traffic Services Standards Officer or Personnel Licensing Officer or Flight Operations Inspector.

**NOTE**

In the absence of serving officers possessing qualifications at A above, by selection from among officers in the grades of –

- (i) Senior Engineer (Airworthiness – Air Frame and Power Plant);
- (ii) Senior Engineer (Communication, Navigation and Surveillance);
- (iii) Chief Officer;
- (iv) Aerodrome Licensing Officer;
- (v) Air Traffic Services Standards Officer;
- (vi) Personnel Licensing Officer; and
- (vii) Flight Operations Inspector

who reckon at least 10 years' service in a substantive capacity in their respective grade.

- B. Candidates should possess –

- (i) managerial capabilities;
- (ii) good leadership and organising skills;
- (iii) decision-making skills including ability to take quick decision;
- (iv) good analytical skills and are able to adopt a multi-disciplinary approach to problem-solving;

- (v) strong interpersonal and communication skills; and
- (vi) high sense of responsibility and maturity.

C. Candidate should be –

- (i) familiar with –
  - (a) the provisions of the Civil Aviation Act and Regulations;
  - (b) the Convention on International Civil Aviation and its Annexes; and
  - (c) other conventions and protocols related to International Civil Aviation; and
- (ii) 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 paper 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 and Public Holidays and 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 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.
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.**

## **VI. 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 Monday 30 June 2025**. Application Forms received after the specified closing date and time will **not** be considered.

**Date: 10 June 2025**

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