

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 24 OF 2025

Vacancies for Post of Aeronautical Information Officer **Civil Aviation Department**

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

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

- A.**
- (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings or
 - (ii) Passes not below grade C in at least five subjects including English Language, French and Mathematics 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 Physics or Mathematics or Computer Science or Geometrical and Mechanical Drawing or Design and Technology (Communication) obtained on one certificate or Passes in at least two subjects including Physics or Mathematics or Computer Science or Geometrical and Mechanical Drawing or Design and Technology (Communication) 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) be fluent in English and French; and
 - (ii) be computer literate.

Note

Qualification at **A** above should have been obtained prior to qualification at **B** above.

NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (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.**
3. Candidates may be required to take part in a written examination.
4. 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.

IV. DUTIES AND SALARY

1. To collect, publish and distribute aeronautical data/information according to the Integrated Aeronautical Information Package which consists *inter alia* of –
 - (a) Aeronautical Information Publication (AIP) including its amendment service;
 - (b) AIP Supplement;
 - (c) Notice to Airmen (NOTAM) and Pre-flight Information Bulletin (PIB);
 - (d) Aeronautical Information Circular (AIC); and
 - (e) Checklist and Summary.

2. To provide aeronautical briefing to aircrew.
3. To classify and keep up-to-date all International Civil Aviation Organisation (ICAO) documents.
4. To be responsible for the Aeronautical Information Publication Library.
5. To exchange Aeronautical Information Package with other States.
6. To keep records of department maps, plans and charts made for navigational purposes.
7. To amend charts produced locally.
8. To process applications from aircraft operators to land/overfly the Mauritian territory.
9. To use ICT in the performance of his duties.
10. 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 Aeronautical Information Officer in the roles ascribed to him.

Note

Aeronautical Information Officers will be required to work on shift, covering a 24-hour service including Saturdays, Sundays, Public Holidays and officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs 17,565 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 43,500 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. Candidates already in the service **should** submit their Application Form **in duplicate**, the original be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.

3. This advertisement 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 Thursday 17 July 2025.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 04 July 2025

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