GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Department: Civil Aviation
Post: Chief Officer
Salary: Rs 22,400 x 800 – 28,000 x 1,000 – 30,000 (22 57 66)
Effective Date: 24 January 2006

Qualifications:

For Communication, Navigation and Surveillance Section
By promotion, on the basis of experience and merit, of officers in the grade of Communication, Navigation and Surveillance Officer reckoning at least four years’ service in a substantive capacity in the grade or an aggregate of four years’ service in the grade of Communication, Navigation and Surveillance Officer and the former grade of Aeronautical Communication Engineer.

For Air Traffic Management Section
By promotion, on the basis of experience and merit, of officers in the grade of Air Traffic Control Supervisor reckoning at least four years’ service in a substantive capacity in the grade or an aggregate of four years’ service in the grade of Air Traffic Control Supervisor and the former grades of Senior Air Traffic Controller or Operations Officer or Air Traffic Controller Grade I.

Duties:

For Communication, Navigation and Surveillance Section

1. To be responsible for the administration of the Communication, Navigation and Surveillance Section.

2. To be responsible for the development planning and the proper siting of Communication, Navigation and Surveillance facilities of the Department necessary for the safety of aircraft operations within the Mauritius Flight Information Region.

3. To evolve maintenance, calibration and repair schedules and manuals for all Communication, Navigation and Surveillance equipment.

4. To ensure that all equipment are operating in conformity with the standards and recommended practices of the International Civil Aviation Organisation and to report any non-compliance.

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date: 24 JAN 2006
5. To be responsible for carrying out Environmental Impact Assessment on development projects and propose action for safeguarding environment.

6. To supervise, monitor and coordinate the work of the junior officers and arrange for their proper training.


8. To perform such cognate duties as may be assigned.

**For Air Traffic Management Section**

1. To be responsible for the administration of the Air Traffic Management Section.

2. To be responsible for the development planning and the proper siting of Air Traffic Management facilities necessary for the safety of aircraft operations within the Mauritius Flight Information Region.


4. To develop procedures related to the Aeronautical Mobile Service (AMS), the Aeronautical Fixed Service (AFS), Standard Arrival and Departure (SIDS and STARS), Air Traffic Services Incident Reporting, international and external coordination, visual and instruments approach in accordance with approved international and national criteria.

5. To develop the aerodrome emergency plan for the Air Traffic Control (ATC) Unit and co-ordinate with appropriate authorities for the implementation of the plan.

6. To develop, maintain and review the Department Cyclone procedures.

7. To liaise with appropriate authorities for the survey and control of obstacles for the prevention of hazards to air navigation.

8. To assess the effects of work projects on the operational areas of the aerodrome, and to co-ordinate, as appropriate, with the units concerned.

9. To ensure that International Civil Aviation Organisation standards, practices and procedures for Air Traffic Services are properly implemented.

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*For Senior Chief Executive*

*Ministry of Civil Service and Administrative Reforms*

*Date*: 24 JAN 2006
10. To ensure that exercises for proficiency of personnel are conducted.

11. To supervise, monitor and co-ordinate the work of the junior officers and arrange for their proper training.

12. To keep abreast of development in the field of Air Traffic Management.

13. To perform such cognate duties as may be assigned.

Note

1. Chief Officers shall, in addition to normal working hours, make themselves available, as and when required.

2. They may be required to follow such theoretical and practical or on-the-job training courses as approved and arranged.

3. They may be sent on assignment to Rodrigues or any of the Outer Islands of the Republic of Mauritius.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date............24 JAN. 2006............