

GOVERNMENT OF MAURITIUS

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

<b><u>Department:</u></b>	Civil Aviation
<b><u>Post:</u></b>	Aviation Telephone Supervisor
<b><u>Salary:</u></b>	Rs 20,500 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 34,825 (22 043 067)
<b><u>Effective Date:</u></b>	01 December 2023
<b><u>Qualifications:</u></b>	<p>By promotion, on the basis of experience and merit, of officers in the grade of Aviation Telephonist who reckon at least five years' service in a substantive capacity in the grade and who possess –</p> <ul style="list-style-type: none"><li>(i) organising and supervisory skills; and</li><li>(ii) good interpersonal and communication skills.</li></ul>
<b><u>Duties:</u></b>	<ol style="list-style-type: none"><li>1. To be responsible for the day-to-day management of the Aviation Telephonist section.</li><li>2. To organise and supervise the work of Aviation Telephonists.</li><li>3. To prepare shift/roster of Aviation Telephonists.</li><li>4. To perform duties of Aviation Telephonist, as and when required.</li><li>5. To prepare and conduct regular training programs for Aviation Telephonists.</li><li>6. To ensure that telephone equipment are in good working conditions.</li><li>7. To use ICT in the performance of his duties.</li><li>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 Aviation Telephone Supervisor in the roles ascribed to him.</li></ol>



**CERTIFIED CORRECT**

*B. D. Nundloll*

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**B. D. Nundloll (Mrs)**  
*for Secretary for Public Service*

**01 December 2023**

**Date.....**