

GOVERNMENT OF MAURITIUS

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

- Department:** Civil Aviation
- Post:** Aviation Telephonist
- Salary:** Rs 16,005 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 – 32,350 (22 027 064)
- Effective Date:** 03 June 2024
- Qualifications:** By selection from among serving employees on the permanent and pensionable establishment who –
- (a) possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” 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 or an equivalent qualification acceptable to the Public Service Commission;
  - (b) are fluent in English and French; and
  - (c) have a pleasant voice, a good hearing and good manners.

**NOTE**

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to follow an appropriate training in the operation of the switchboard for an initial period of six months, to be approved and arranged by the Civil Aviation Department. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Aviation Telephonist in a substantive capacity, as and when vacancies occur.

- Duties:**
1. To operate the Private Automatic Branch Exchange (PABX) terminal and channel incoming/outgoing calls, as and when required.
  2. To keep updated information on aircraft movements.
  3. To maintain an up-to-date directory of telephone numbers of departmental staff, and of other officials and organisations likely to be contacted by the Department.

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CERTIFIED CORRECT

*B. D. Nundloll*

B. D. Nundloll (Mrs)

for Secretary for Public Service

03 June 2024

Date.....

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4. To perform specific duties during cyclones and natural calamities in accordance with departmental procedures currently in force.
5. To notify appropriate persons/organisations during aircraft emergencies and out-of-routine occurrences.
6. To assist with tracing and identification of anonymous callers with regard to threats to aircraft/building.
7. To report faults to the duty technician.
8. To maintain log books and records, and furnish reports and returns, as may be required.
9. To operate the departmental internal radio network for ground communications.
10. To use ICT in the performance of his duties.
11. 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 Telephonist in the roles ascribed to him.

**Note**

Aviation Telephonists will be required to work on a shift system on a 24-hour basis, including night duty, Sundays, Public Holidays and officially declared cyclone days.



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