GOVERNMENT OF MAURITIUS

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

Department: Civil Aviation

Post: Mandatory Occurrence Reporting Officer

Salary: Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 –
49,950 x 1,625 – 56,450 (03 054 081)

Effective Date: 10 May 2016

Qualifications:
A. A degree in Mathematics or Statistics or Physics from a recognised
institution or an equivalent qualification acceptable to the Public Service
Commission.

B. Candidates should –
   (i) possess sound organising, interpersonal and communication skills;
   and
   (ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:
1. To scrutinize reports of occurrences from operators of aircrafts, airports
   and air traffic services.

2. To process occurrences reports as per Standard Operating Procedures and
   disseminate occurrence information, as appropriate.

3. To maintain database of Mandatory Occurrence Reporting (MOR) (such
   as security, aerodrome facilitation, air traffic control, flight operations and
   aircraft maintenance).

4. To generate statistics of occurrences and produce charts for analysis on a
   monthly basis.

5. To co-ordinate, in consultation with appropriate technical units, the
   investigation and follow-up of occurrences reported under the MOR
   scheme.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

10 May 2016

Date.................................
6. To liaise with other organisations on issues related to occurrences, as appropriate.

7. To provide assistance to the Department's accident/incident investigation cell.

8. To produce reports for management, based on recommendations of reports of investigation.

9. To ensure prompt submission of significant occurrences report to the International Civil Aviation Organisation.

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 Mandatory Occurrence Reporting Officer in the roles ascribed to him.

**Note**

Mandatory Occurrence Reporting Officers will be required to follow such theoretical and on-the-job training courses, as may be approved and arranged by the Department.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

10 May 2016

Date..............................................