

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS, 1967

**Department:** Civil Aviation

**Post:** Personnel Licensing Officer

**Salary:** Rs 17,270 x 600 - 21,470 (CIA 14A)

**Effective Date:** 21 October 2002

**Qualifications:**

A **For the Ground Personnel**

An Aircraft Maintenance Engineer's Licence with at least five years' experience obtained after the licence.

**For the Flying Personnel**

An Airline Transport Pilot Licence with at least 5000 flying hours experience.

B. Candidates should also possess:

- (i) knowledge of the relevant International Civil Aviation Organisation documents and national legislation; and
- (ii) be familiar with international aviation industry practices.

Candidates should produce written evidence of all experience/knowledge claimed.

**Duties:**

1. To prepare and periodically review the syllabi for flight crew or ground personnel licence and rating examinations for pilots, flight engineers, or Aircraft Maintenance Engineer's Licence, defining the qualifying conditions and standards.
2. To produce and arrange for the publication of pamphlets and information circulars for the guidance of applicants for flight crew or ground personnel licences and ratings.

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*[Handwritten Signature]*

for Secretary for Public Service Affairs

21 OCT 2002

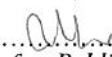
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3. To prepare examination papers for flight crew or ground personnel licence and rating examinations and mark the candidates' answer sheets.
4. To maintain a statistical review to determine the effectiveness of the flight crew or ground personnel licence and rating examinations.
5. To evaluate the technical qualifications presented in support of applications for exemption from examination for flight crew or ground personnel licences and ratings.
6. To evaluate the technical content of the foreign flight crew or ground personnel licence and rating qualifications.
7. To assess the extent of the technical knowledge relating to examinations to be taken by applicants for the validation of foreign flight crew licences and ratings.
8. To be responsible in respect of training organisations (other than airlines), for:
  - (a) the evaluation of ground training curricula and the studying of material submitted by training organisations in support of applications for approval to conduct;
  - (b) the oral examination in their specialist subjects and audition in the classroom of ground instructors seeking approval to instruct at approved training schools;
  - (c) the inspection of training facilities and methods at approved training schools; and
  - (d) determining the strengths and weaknesses of ground training programmes at approved training schools and recommending the remedial action to be taken to maintain standards and improve course design.

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9. To establish and maintain an efficient clerical system for the preparation and grant of licences, approvals and certificates to successful candidates.
10. To initiate and maintain, where appropriate, liaison with overseas aviation authorities with a view to effecting an exchange of information concerning examining techniques and standards pertinent to the maintenance of effective licensing standards.
11. To develop and maintain effective liaison with other organisations conducting training and/or examination of ground personnel including aircraft maintenance engineers and tradesmen.
12. To maintain a programme of visits to approved training organisations for the purpose of observing first hand current training and maintenance practices, and to maintain rapport with instructors and maintenance personnel.
13. To perform such cognate duties as may be assigned.



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*for Secretary for Public Service Affairs*

**21 OCT 2002**  
Date.....