

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

- Department:** Civil Aviation
- Post:** Senior Aeronautical Information Officer
- Salary:** Rs 22,175 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 (03 47 65)
- Effective Date:** 05 November 2014
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Aeronautical Information Officer who reckon at least three years' service in a substantive capacity in the grade and possess good supervisory, communication and interpersonal skills.
- Duties:**
1. To manage the day-to-day running of the Notice to Airmen (NOTAM) Office, Briefing Office and Flight Clearance Office.
 2. To receive, process and transmit all information required by aircraft operators and other users of aeronautical information.
 3. To collect and process information required due to changes in route plans of existing aircraft operators or to the advent of new aircraft operators.
 4. To ensure the production and regular updating of the Mauritius Aeronautical Information Publications (AIP), AIP Supplements and Aeronautical Information Circulars.
 5. To ensure that the following duties are performed in an efficient and effective manner –
 - (a) the receipt, collection, updating and processing of data and the distribution of relevant aeronautical information;
 - (b) the provision of Aeronautical Information Service in accordance with the provisions of the International Civil Aviation Organisation (ICAO) Annex 15, Aeronautical Information Services Manual and other publications;
 - (c) the keeping of all foreign Aeronautical Information Publications (AIP), AIP Supplements and Aeronautical Information Circulars and other documents up-to-date;

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CERTIFIED CORRECT

M. Benzen

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

05 November 2014

Date.....



GOVERNMENT OF MAURITIUS

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- (d) the adequate manning of the operating positions; and
 - (e) the proper co-ordination with non-scheduled aircraft operators requesting clearance to land in Mauritius, or to overfly the Mauritian airspace.
6. To assist the Aeronautical Information Supervisor in the establishment of proper procedures for the collection, checking, recording and editing of data in order to promulgate the information in ICAO Standards format.
 7. To deliver training to Aeronautical Information Officers, as and when required.
 8. To use ICT in the performance of his duties.
 9. 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 Senior Aeronautical Information Officer in the roles ascribed to him.

Note

1. Senior Aeronautical Information Officers may be required to follow locally or abroad such theoretical, practical or on-the-job training related to their duties, as may be approved and arranged.
2. Senior Aeronautical Information Officers may be required to work on shift, covering a 24-hour service including Saturdays, Sundays, Public Holidays and officially declared cyclone days.
3. Senior Aeronautical Information Officers may be sent on assignment to Rodrigues or any of the Outer Islands of the Republic of Mauritius.



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M. Bayon
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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

05 November 2014

Date.....