

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

- Department:** Civil Aviation
- Post:** Senior Maintenance Officer (Communication, Navigation and Surveillance)
- Salary:** Rs 30,175 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375 (22 060 074)
- Effective Date:** 21 February 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Maintenance Officer (Communication, Navigation and Surveillance) who reckon at least three years' service in a substantive capacity in the grade and who possess –
- (i) the Full Technological Diploma (Course 272 or Course 2720) in Telecommunications and Electronics Engineering or the Technician Award in Telecommunications Systems (Course 2730) or the Full Technological Certificate (Course 271 or Course 2710) awarded by the City and Guilds of London Institute or an equivalent qualification acceptable to the Public Service Commission; and
 - (ii) supervisory and effective interpersonal and communication skills.
- Duties:**
1. To ensure that the installation, serviceability, maintenance and repair of communication, navigation and surveillance equipment are properly carried out in accordance with maintenance and fault finding procedures as laid down in maintenance schedules and manufacturers' manuals or recommended procedures prepared by Maintenance Supervisors (Communication, Navigation and Surveillance).
 2. To carry out such complex cases of installation, maintenance and repair of communication, navigation and surveillance equipment as instructed by the Maintenance Supervisor (Communication, Navigation and Surveillance).
 3. To report immediately unserviceability of equipment to his supervisor and to carry out promptly the necessary repair/replacement of faulty equipment.

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*for Senior Chief Executive
Ministry of Civil Service and
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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

4. To carry out maintenance of equipment under his responsibility in accordance with recommended procedures as laid down in maintenance schedules and manufacturers' manuals.
5. To supervise the work of Maintenance Officers (Communication, Navigation and Surveillance).
6. To assist Maintenance Supervisors (Communication, Navigation and Surveillance) in the performance of their duties.
7. To train junior staff under his responsibility in the Communication, Navigation and Surveillance Section.
8. To ensure that log books and records are properly maintained and updated and to submit returns and reports, as may be required.
9. To use ICT in the performance of his duties.
10. 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 Maintenance Officer (Communication, Navigation and Surveillance) in the roles ascribed to him.

Note

1. Senior Maintenance Officers (Communication, Navigation and Surveillance) may be required to work outside normal working hours including at night, on Saturdays, Sundays, Public Holidays and officially declared cyclone days and during emergencies.
2. Senior Maintenance Officers (Communication, Navigation and Surveillance) may be required to follow such theoretical, practical or on-the-job training courses, as may be approved and arranged by the Department.
3. Senior Maintenance Officers (Communication, Navigation and Surveillance) may be sent on assignment to Rodrigues or any of the Outer Islands of the Republic of Mauritius.

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