

GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Civil Aviation)

Post: Flight Data Officer

Salary: Rs 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 (03 25 62)

Effective Date: 24 January 2014

- Qualifications:**
- A. A Cambridge Higher School Certificate with passes at “Principal Level” in Mathematics and Physics obtained on one certificate or Passes in Mathematics and Physics obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should also have a very good command of spoken English and French; speech should be free from any accent or impediment which could adversely affect radio communication.
 - C. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE

Candidates will be required to undergo a medical examination to assess the standards of medical fitness including visual acuity, colour perception and hearing as recommended by the International Civil Aviation Organisation (ICAO) for Air Traffic Controllers.

- Duties:**
- 1. To exchange aeronautical communications for the provision of aeromobile and aerofixed services.
 - 2. To provide flight information service and alerting services, as may be required.
 - 3. To maintain a continuous watch on the assigned communication channels.
 - 4. To operate an Aeronautical Fixed Telecommunication Network (AFTN) switch and manage messages functions such as editing, retrieval, searching and archiving.

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

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5. To prepare, save, defer, print and route Air Traffic Services (ATS) messages including emergency messages.
6. To prepare quarterly statistics and furnish other returns, as may be required.
7. To assist the Assistant Air Traffic Controller (Rodrigues) in the following duties –
 - (i) the processing of flight data and co-ordination of such data with other Air Traffic Control Units;
 - (ii) the management of flight progress strips; and
 - (iii) relaying serviceability reports, meteorological information and navigation warnings.
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 Flight Data Officer in the roles ascribed to him.

Note

1. Flight Data Officers are required to work on shift, covering a 24-hour service including night duty and work on Sundays, Public Holidays and officially declared cyclone days and during emergencies.
2. Flight Data Officers may be required to follow such theoretical, practical or on-the-job training courses locally and/or overseas, as may be approved and arranged.



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