

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

- Department:** Civil Aviation
- Post:** Aeronautical Information Supervisor
- Salary:** Rs 26,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 42,275  
(03 53 68)
- Effective Date:** 30 September 2014
- Qualifications:** By selection from among officers in the grade of Senior Aeronautical Information Officer who reckon at least three years' service in a substantive capacity in the grade and who possess good communication, analytical and problem-solving skills.
- Role and Responsibilities:** To be responsible for the effective provision of Aeronautical Information and Flight Clearance Services.
- Duties:**
1. To be responsible for the proper organisation and administration of the Notice to Airmen (NOTAM) Office, Cartographic Unit, the Briefing Office and the Flight Clearance Office.
  2. To ensure in accordance with relevant International Civil Aviation Organisation (ICAO) Standards and Recommended Practices –
    - (i) the management of aeronautical data for the development of the Air Traffic Services;
    - (ii) the publication and updating of the Mauritius Aeronautical Information Publication (AIP);
    - (iii) the maintenance of the quality system and implementation of quality measures within the Aeronautical Information Services Division; and
    - (iv) the quality (accuracy, resolution and integrity) of published information.
  3. To train Aeronautical Information Services staff for the provision of Aeronautical Information and Flight Clearance Services.

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*M. Benjamin*  
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for Senior Chief Executive  
Ministry of Civil Service and  
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4. To establish such systems as are required for the receipt and dissemination of all information required by aircraft operators and other users of aeronautical information.
5. To provide data required for the construction of visual and instrument flights procedures.
6. To co-ordinate topographical surveys for aeronautical chart production.
7. To provide reports and recommendations on all Aeronautical Information Services-related matters to the Divisional Head, Air Traffic Management Unit.
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 Aeronautical Information Supervisor in the roles ascribed to him.

**Note**

1. The Aeronautical Information Supervisor may be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days.
2. The Aeronautical Information Supervisor may be required to follow, locally or abroad such theoretical and practical training related to his duties, as may be approved and arranged.
3. The Aeronautical Information Supervisor may be sent on assignment to Rodrigues or any of the Outer Islands of the Republic of Mauritius.



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