

GOVERNMENT OF MAURITIUS

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

- Department:** Civil Aviation
- Post:** Air Traffic Control Supervisor
- Salary:** Rs 27,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (03 54 75)
- Effective Date:** 10 August 2015
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Air Traffic Control Officer who –
  - (a) reckon at least five years’ service in a substantive capacity in the grade; and
  - (b) have successfully completed courses in aerodrome control (ICAO Course 052), approach control (ICAO Course 053) and area control (ICAO Course 055) in accordance with ICAO standards and have been rated and endorsed in those positions.

**NOTE**

Air Traffic Control Supervisors 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).

**Role and Responsibilities:** To ensure the effective provision of Air Traffic Services within the Mauritius Flight Information Region.

- Duties:**
  1. To be responsible for the functional management of air traffic control flight data and communication units.
  2. To liaise with aerodrome operators and aircraft operating agencies for the smooth operation of aircraft on Mauritius.
  3. To supervise watch-keeping staff and ensure that air traffic and allied services are provided in the Mauritius Flight Information Region (FIR) in accordance with ICAO standards and recommended practices and procedures for Air Navigation Services as applicable to air traffic control.

/2...



CERTIFIED CORRECT

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

10 August 2015

Date.....

GOVERNMENT OF MAURITIUS

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

-2-

4. To provide guidance and training to subordinate staff and conduct such exercises to ensure proficiency of personnel on the Air Traffic Simulator for the smooth and correct application of standing procedures.
5. To ensure –
  - (i) that accurate Air Traffic Services records are properly maintained;
  - (ii) that alerting and emergency services are provided in accordance with departmental procedures and instructions; and
  - (iii) an adequate level of staff at each Air Traffic Control operational positions at all times in line with prevailing traffic density/sectorisation of Air Traffic Control positions.
6. To report immediately any notifiable air safety incident/occurrence and carry out preliminary enquiries, as required.
7. To liaise with the Aeronautical Information Service for issuance of Notice to Airmen (NOTAM) and Flight Clearance.
8. To produce, maintain and keep all data set of the Air Traffic Management System up-to-date and supervise all software upgrade.
9. To supervise the functioning of the billing office for the preparation of claims for air navigation charges and other statistical data as appropriate.
10. To prepare, produce simulator exercises for the training of Air Traffic Control Officers and providing assistance for the running of the Air Traffic Control Simulator.
11. To create and install charts for the proper display of new Air Traffic Services Routes on the Air Traffic Management System.
12. To use ICT in the performance of his duties.

/3...



**CERTIFIED CORRECT**

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

**10 August 2015**

Date.....

GOVERNMENT OF MAURITIUS

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

-3-

13. 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 Air Traffic Control Supervisor in the roles ascribed to him.

**Note**

1. Air Traffic Control Supervisors will be required to work on shift covering a 24-hour service including Saturdays, Sundays, Public Holidays and officially declared cyclone days and during emergencies.
2. Air Traffic Control Supervisors may be required to follow such theoretical, practical or on-the-job training courses locally and/or overseas in accordance with recommended ICAO standards.
3. Air Traffic Control Supervisors may be posted on a tour of service to Rodrigues or any of the Outer Islands of the Republic of Mauritius.



**CERTIFIED CORRECT**

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

**10 August 2015**

Date.....