

GOVERNMENT OF MAURITIUS

Scheme of Service Specified Under Regulation 15 of the  
Public Service Commission Regulations

- Department:** Civil Aviation
- Post:** Chief Officer
- Salary:** Rs 40,300 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 (03 073 092)
- Effective Date:** 12 October 2022
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Air Traffic Control Supervisor who reckon at least four years' service in a substantive capacity in the grade and who –
- (i) possess good analytical skills and have a multi-disciplinary approach to problem solving;
  - (ii) possess supervisory skills;
  - (iii) have the ability to promote team work; and
  - (iv) possess good interpersonal and communication skills.
- Role and Responsibilities:** To assist the Divisional Head in planning, operations and administrative services of the Air Traffic Management Section.
- Duties:**
1. To assist the Divisional Head in the day-to-day management of the Air Traffic Management Division.
  2. To assist in the –
    - (i) siting of Air Traffic Management facilities necessary for the safety of aircraft operations within the Mauritius Flight Information Region; and
    - (ii) development and updating of manuals and procedures pertaining to Air Traffic Services including Alerting, Search and Rescue and emergency procedures.
  3. To ensure –
    - (i) the safe, orderly, efficient and continuous provision of Air Traffic Services within the Mauritius Flight Information Region;

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*S. Nundloll*

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for Secretary for Public Service

12 October 2022

Date.....

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

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- (ii) the prompt reporting of Air Traffic Services incidence and conduct investigation and submit report as appropriate;
  - (iii) that Air Traffic Control personnel maintain currency and recency of all ratings and endorsements respective to their functional positions;
  - (iv) all software applications and records pertaining to Air Traffic Services systems under their responsibilities are kept up-to-date;
  - (v) accuracy of data pertaining to billing and submit claims to Aircraft Operators in a timely manner; and
  - (vi) the smooth running of Aeronautical Information Services (AIS) section.
4. To supervise, monitor and coordinate the work of the junior officers and arrange for their proper training.
  5. To coordinate and liaise with other national and international organisations in the discharge of their duties.
  6. To keep abreast of new standards and development by International Civil Aviation Organisation in the field of Air Traffic Management.
  7. To use ICT in the performance of his duties.
  8. 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 Chief Officer in the roles ascribed to him.

**Note**

1. Chief Officers may be required to work outside normal working hours, including at night, on Saturdays, Sundays, Public Holidays and during cyclonic periods and natural calamities.
2. Chief Officers may be required to follow such theoretical and practical or on-the-job training courses, as may be approved and arranged by the Department.
3. Chief Officers may be sent on assignment to Rodrigues or any of the Outer Islands of the Republic of Mauritius.



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**S. Nundloll**

*for Secretary for Public Service*

**12 October 2022**

**Date.....**