

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

- Department:** 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 x 1,200 – 35,375 (03 25 63)
- Effective Date:** 30 September 2014
- Qualifications:**
- A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics and Physics obtained at not more than two sittings or
 - (ii) Passes not below Grade C in at least five subjects including English Language, French, Mathematics and Physics obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. 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

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

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CERTIFIED CORRECT

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M. Berger
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for Senior Chief Executive
Ministry of Civil Service and
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C. Candidates should –

- (i) have a very good command of spoken English and French and speech should be free from any accent or impediment which could adversely affect radio communication; and
- (ii) be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

NOTE

Selected candidates will be required to undergo a medical examination to be carried out by the Ministry of Health and Quality of Life to assess the standards of medical fitness including visual acuity, colour perception and hearing.

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.
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.

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7. To assist Air Traffic Control Officers 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 Saturdays, 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.
3. Flight Data Officers may be posted on a tour of service to Rodrigues or any of the Outer Islands of the Republic of Mauritius.



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