

GOVERNMENT OF MAURITIUS

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

- Department:** Civil Aviation
- Post:** Senior Aviation Security Officer
- Salary:** Rs 16,525 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 28,925 (03 36 56)
- Effective Date:** 14 October 2014
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Aviation Security Officer who reckon at least four years' service in a substantive capacity in the grade and who -
 - (i) possess good supervisory skills;
 - (ii) possess strong communication and interpersonal skills;
 - (iii) possess the ability to take quick and concrete decisions; and
 - (iv) are familiar with the provisions of Annex 17 to the Convention on International Civil Aviation and related International Civil Aviation Organisation (ICAO) documents.

Note

Senior Aviation Security Officers will be required to follow such theoretical or practical training courses, locally or abroad, as may be approved and arranged.

Duties:

1. To organise, supervise and monitor the work of subordinate staff and to ensure the efficient discharge of their duties.
2. To provide Aviation Security Officers with written guidance on all aspects of their work, including the criteria for issuing Aviation Security Identification Cards (ASICs) and restriction applicable to provisional ASICs.
3. To supervise and approve applications for access passes and keep records of applications processed.

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CERTIFIED CORRECT

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

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4. To co-ordinate instructions relating to VIP functions.
5. To notify any shortcomings, irregularities or abuses in relation to access passes and any out-of-routine occurrences.
6. To assist in responding to emergency situations.
7. To ensure that subordinate staff make proper use of equipment in the processing of access passes and to report any irregularity.
8. To compile, reconcile and submit data for claims in connection with payment for Aviation Security Identification Cards.
9. To monitor messages addressed to the Director of Civil Aviation after office hours.
10. To issue up-to-date information relating to lost, stolen or otherwise unaccountable ASICs.
11. To provide briefing on security awareness to new ASIC holders.
12. To use ICT in the performance of his duties.
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 Senior Aviation Security Officer in the roles ascribed to him.

Note

1. Senior Aviation Security Officers will be required to work on shift, covering a 24-hour service including Saturdays, Sundays, and Public Holidays and officially declared cyclone days.
2. Senior Aviation Security Officers may be sent on assignment to Rodrigues or any Outer Islands of the Republic of Mauritius.



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