

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

- Department:** Civil Aviation
- Post:** Senior Flight Data Officer
- Salary:** Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 (03 39 65)
- Effective Date:** 30 September 2014
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Flight Data Officer who reckon at least four years' service in a substantive capacity in the grade and who –
- (i) have administrative and organising abilities; and
  - (ii) possess good supervisory and communication skills.
- Duties:**
1. To supervise Flight Data Officers in the discharge of their duties.
  2. To ensure -
    - (a) the proper operation of the aeronautical message switching system to receive, transmit, update and distribute aeronautical data including serviceability reports, meteorological information and navigation warnings;
    - (b) the provision of the following -
      - (i) third party communication services;
      - (ii) Aerodrome Flight Information services;
      - (iii) hazard alerting and emergency services as required; and
      - (iv) relaying of air traffic control instructions, pertinent air traffic information and other operational information as instructed by the responsible Air Traffic Control Officer;

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

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- (c) that operational data pertaining to aircraft operations are received in a timely manner and distributed promptly to the Air Traffic Control System and all the other Air Traffic Services units concerned;
  - (d) the maintenance of statistical records of aircraft movements on a daily basis;
  - (e) the preparation of statistical reports on Aeronautical Fixed Telecommunications Network service; and
  - (f) the proper co-ordination of movement and control data with adjacent Air Traffic Services units.
3. To monitor the status of aeronautical fixed and mobile communication channels.
  4. To liaise with appropriate Air Traffic Services units and organisations regarding emergency messages.
  5. To operate the billing system for navigation charges.
  6. To assist Air Traffic Control Supervisors in the handling of aircraft emergencies.
  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 Senior Flight Data Officer in the roles ascribed to him.

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*M. Benjamin*  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
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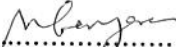
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**Note**

1. Senior Flight Data Officers may be required to work on shift covering a 24-hour service including night duty and work on Saturdays, Sundays and Public Holidays, on officially declared cyclone days and during emergencies.
2. Senior 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 by the Department.
3. Senior 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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*for Senior Chief Executive  
Ministry of Civil Service and  
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**30 September 2014**

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