

# CAREER OPPORTUNITY

## **Technical Officer – Technical Publication**

(Ref: TOT/26/012)

Air Mauritius Ltd, the national airline of Mauritius, is seeking to recruit passionate, dynamic and highly motivated candidates to fill in the position of Technical Officer – Technical Publication. If you are committed to excellence and eager to make a difference in the aviation industry, we welcome you to apply for the above post.

### **JOB PROFILE:**

The Technical Officer - Technical Publication will play a vital role in delivering high-quality administrative support to the Business Unit. The position provides comprehensive assistance to the Manager Engineering Planning and Records, contributing to both the operational and Maintenance Data verification, download, timely distribution as per existing procedure, recorded in database attend audits and provide remedial actions for audit findings.

The duties and responsibilities will include the following inter-alia:

- Daily scrutinise Airworthiness Websites and download Airworthiness Directive's by aircraft type and save/record on Library database before distribution on SharePoint
- Distribute documents by priority according to Works Instructions Manual (i.e. category 1, 2 and 3)
- Maintain Index List for Controlled documents and ensure revisions are received as per schedule
- Download documents directly from manufacturers websites
- Ensure timely distribution of documents to Line Stations Base stations and other relevant service providers.

### **PREREQUISITES:**

#### **EITHER**

**A.** Higher School Certificate (HSC) or General Certificate Education (GCE), with 2 subjects at Advanced Level, obtained at one and same sitting or an equivalent qualification from a recognised institution **with** 2 years working experience

#### **OR**

**B.** School Certificate (SC) or General Certificate Education (GCE) "O" level, with credits in 5 subjects, obtained at one and same sitting or an equivalent qualification from a recognised institution **with** 3 years working experience

### **OTHER REQUIREMENTS:**

- Proficient in Microsoft Office
- Proactiveness and team player
- Analytical and organisational skills
- Good communication and interpersonal skills

### **APPLICATION PROCEDURE:**

Interested candidates meeting the requirements are invited to send their application addressed to the Senior Human Resources Business Partner, by registered post together with the following documents:-

1. Motivation letter
2. Resume/CV
3. [Company's prescribed form](#)
4. A photocopy of National Identity Card
5. Copy of educational certificates with letters of equivalence from National Equivalent Committee (where applicable)
6. Documentary evidence relating to work experience

**Postal address**

Talent Acquisition Section  
Air Mauritius Ltd  
16th Floor, Air Mauritius Centre  
President John Kennedy Street  
Port-Louis  
Mauritius

**Deadline for submission:** **Monday 29 June 2026** at 16h00 local Mauritius time (equivalent to 12h00 UTC)

**Note 1:**

- Job Reference "Ref: TOT/26/012" should be specified on the envelope and the application form.
- Selected Candidates will be required to undergo a full medical examination to assess their suitability and asked to submit a certificate of character as per the Company Policy.
- Applications received incomplete or after the closing date will not be considered.
- Canvassing in any form will entail disqualification from the selection process.
- Applicants should be Mauritian Nationals and able to live and work in Mauritius.

The Company reserves the right:

- to call only the best qualified candidates for the selection exercise/s which may involve aptitude/situational tests, presentations/interviews or any other assessment tools.
- not to make any appointment following this advertisement.