



METRO EXPRESS LIMITED

Vacancy – Post of Executive, OCC

The **Metro Express Limited (MEL)** is a registered Mauritian Company wholly owned by the Government of Mauritius and the Company is responsible for the developing, financing, constructing, operating and managing the Metro Express Light Rail System in Mauritius.

Applications are invited from suitably qualified candidates who wish to be considered for the post of **Executive, OCC** in the MEL.

A. Qualifications

Candidates shall have the following attributes:

- a) Possess a Bachelor in any Engineering discipline from a recognised University or an equivalent qualification acceptable to the Board of MEL;
- b) Have at least 5 years' working experience in a Supervisory capacity preferably in a Control Room environment;
- c) Possess ability to handle emergency situations;
- d) Effective in handling stress, and analyse issues systematically to make sound and safe decisions;
- e) Possess exceptional written skills for investigation and report writing, and excellent IT knowledge;
- f) Require to perform **2-rotating shifts**, including duties on weekends and public holidays.

B. Duties

The incumbent shall be in-charge of the following:

1. Overall person-in-charge of the day-to-day operations in the OCC;
2. Perform general administrative duties for Control Operations;
3. Ensure all documents/records used during operations are completed and filed at the end of the operations accordingly;
4. Provide Incident Handling and Track Access Management;
5. Ensure compliance with rules and procedures in regulating train services;
6. Maintain maximum service as safely as possible during train service disruptions;
7. Ensure all faults are reported accurately and in a timely manner;
8. Liaise closely with Operations and Maintenance sections and external agencies, during major incidents;

9. Conduct investigation to incidents;
10. Conduct refresher training and briefings on Operations Procedures and Work Instructions;
11. Respond to emergency during off-duty when required;
12. Conduct risk management and ensuring safe operations of train services;
13. Prepare status reports to Manager, OCC;
14. Perform other tasks and related duties as assigned.

C. Pay Package

Salary is negotiable based on qualifications and experience.

D. Mode of Application

1. Application Form can be downloaded from MEL website:
<https://www.mauritiusmetroexpress.mu/job-vacancies/>
2. Applications together with photocopies of academic qualifications should be addressed to the Human Resource Manager, Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201, **not later than Friday, 16 August 2019.**
3. Alternatively, applications together with scanned copies of academic qualifications can also be emailed to registry@metroexpressltd.org
4. The envelope or the title of the email should be clearly marked "**Executive, OCC**".
5. Applications received after the closing date will not be considered.

MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidates

Date: 05 August 2019