



## METRO EXPRESS LIMITED

### Vacancy – Post of O&M Secretary

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 **O&M Secretary** in the MEL.

#### A. Qualifications

Candidates shall have the following attributes:

- a) Cambridge Higher School Certificate or possess at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- b) Cambridge School Certificate with credit in at least 5 subjects including English Language, French, and Mathematics or Principles of Accounts obtained at not more than two sittings.
- c) Secretarial qualification or any equivalent qualification acceptable to the Board of MEL.
- d) Minimum of 4 years’ proven experience in secretarial duties with strong knowledge of IT and Microsoft Office (Outlook, Excel, PPT and Word).
- e) Possess excellent communication (both English and French; verbal and written), interpersonal skills with ability to develop effective working relationships.
- f) Strong attention to details, organisational skills with ability to multi-task and work in a challenging, fast-paced environment.
- g) Able to operate independently with initiative and minimal direction, diplomatic, professional, trustworthy and discrete, and has a high sense of integrity, responsibility and maturity.

#### B. Duties

The incumbent shall be in-charge of the following:

1. Maintain Head of Operations & Maintenance’s schedule (email, meetings, calendar, conferences, etc.);
2. Maintain expense reports;
3. Organise and prepare minutes from meetings, conferences, and appointment scheduling;

4. Compile research, coordinate assigned projects, events, celebrations, and respond to enquiries;
5. Make telephone calls and screen incoming calls and visitor, and determine the course of action required for satisfactory disposition;
6. Formulate written communication or reports containing sensitive and confidential information;
7. Coordinate schedules, conferences, webinars, seminars, and make travel arrangements when necessary;
8. Prioritise conflicting needs, handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures;
9. To liaise with clients, stakeholders and staff members, as and when required;
10. Perform general secretarial duties including taking notes, classification and retrieval of records and documents; and
11. 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 Tuesday, 30 April 2019 at 1500 hours.**
3. Alternatively, applications together with scanned copies of academic qualifications can also be emailed to [registry@metroexpressltd.org](mailto:registry@metroexpressltd.org)
4. The envelope or the title of the email should be clearly marked "**O&M Secretary**".
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: 19 April 2019