



## METRO EXPRESS LIMITED

### Vacancy – Post of Document Controller

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 **Document Controller** in the MEL.

#### A. Qualifications

- a) Possess a Higher School Certificate with a minimum of 2 years' experience in document or record management;
- b) Trained in ISO 9000 Quality management system (QMS) and has good understanding of its requirements;

Candidates shall have the following attributes:

- a) Have a good knowledge of methodologies of quality assurance and standards;
- b) Great attention to detail and results driven approach;
- c) Have a good organisational and leadership abilities;
- d) Possess a basic understanding of construction documents;

#### B. Duties

The incumbent shall be in-charge of the following:

1. Collect, scan and upload documents based on approved procedures;
2. Ensure all technical documents, such as reports, drawings and blueprints are collected and registered in system;
3. Notify personnel of updated document versions and how to access them;
4. Print and distribute documents as necessary;
5. Assist in emergency management and contingency planning;
6. work with documents and records across various departments;

#### C. Training

Successful candidates will undergo a structured training program to equip them with the knowledge and skills to perform the duties.

#### D. Pay Package

Salary is negotiable based on qualifications and experience.

#### E. 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 "Document Controller".
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: 16 April 2019