

## **METRO EXPRESS LIMITED**

### **Vacancy – Post of Executive, Training (Operation / Maintenance)**

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, Training (Operation / Maintenance)** in the **MEL**.

#### **A. Qualifications**

Candidates should:

- a) Possess a Bachelor of Engineering from a recognised University or an equivalent qualification acceptable to the Board of MEL;
- b) Have minimum 3 years of working experience – preferably in training delivery / facilitation;
- c) Able to motivate and passionate about people development as well as ability to inspire others;
- d) Good communications skills, project management skills, and leadership qualities;
- e) Organise, meticulous and able to multi-task in a dynamic environment;

#### **B. Duties**

The incumbent shall be in-charge of the following:

1. Plan, schedule and deliver Operations & Maintenance (O&M) Training, In-service courses and any relevant in-house courses;
2. Provide coaching and mentoring to trainees on their performance and timely constructive feedback;
3. Evaluate trainees' course feedback / evaluation reports with the aim to improve and enhance training programmes, materials, and delivery methods;
4. Responsible to prepare and provide timely submission of training records and course reports;
5. Responsible to develop, review and update training materials to incorporate latest Work Instructions, Operating Procedures, Safety Procedures and any relevant documents;
6. Support the quality assurance of training programmes and drive training-needs-analysis in collaboration with Operations & Maintenance (O&M) sections;
7. Support pedagogic innovation and leverage on new technology and media to create engaging and effective learning experience;
8. Support the assessment and qualification framework and process for Operations & Maintenance (O&M) trainees.

#### **C. Pay Package**

Salary is negotiable based on qualifications and experience.

#### **D. Mode of Application**

1. 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, 25 January 2019 at 1500 hours.
2. Alternatively, applications together with scanned copies of academic qualifications can also be emailed to [registry@metroexpressltd.org](mailto:registry@metroexpressltd.org)
3. The envelope or the title of the email should be clearly marked "**Executive, Training (Operations / Maintenance)**".
4. 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: 04 January 2019