METRO EXPRESS LIMITED

Vacancy – Post of ETS Administrator

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 **ETS Administrator** in the **MEL**.

A. Qualifications
Candidates shall have the following attributes:
a) Possess a relevant degree in Information Technology related fields (Computer Science, Programming, Computer Engineering) or an equivalent qualification acceptable to the Board of MEL;
b) A minimum of 3 years' proven post qualification experience in IT or database management;
c) Must have: knowledge of SQL and in-depth knowledge of IT security with some basic understanding of computer programming;
d) Proficient in data processing and management tools, such as use of Excel (pivot tables, charts, lookups);
e) Fundamental understanding of business accounting banking experience would be an advantage;
f) Programming skills to perform advance analytics and automation (optional);
g) Strong numerical and quantitative skills, and ability to manage large datasets;
h) Strong understanding in IT hardware and software in networking and database fields;

B. Duties
The incumbent shall be reporting to the Executive Station Operations and Customer Services and in-charge of the following:
1) Gathering and compiling data for online and offline ticket sales;
2) Process, analyse, and visualise ticket sales data, pattern, and trends;
3) Detect and reconcile anomalies and errors from ticket sales data;
4) Interpret and report ticket sales data to finance and management team;
5) Forecast ticket sales and support implementation of fare related products and policies;
6) Operate and maintain components of electronic ticketing system;
7) Administer user access for various users of various ETS components;
8) Maintenance of ETS database;
9) Operate, maintain, and update ticket sales parameters of ETS;
10) Support integration of ETS with other systems;

11) Design, code and test customised SQL reports;
12) Design report layout and determine best ways to offer data to end users;
13) Resolve and debug reporting issues;
14) To perform such other duties related to the main duties listed above or related to the roles ascribed to him.

C. Pay Package

Salary is negotiable based on qualifications and experience.

D. Mode of Application

1. Application can be made either online **or** via post.
    i) Application Form can be downloaded from MEL website:
       https://www.mauritiusmetroexpress.mu/job-vacancies/
    Application Form together with scanned copies of academic qualifications to be emailed to
       career@metroexpressltd.org
    ii) Alternatively, Application Form 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.
    iii) Please ensure that the envelope or the title of the email should be clearly marked "**ETS Administrator**".
2. Closing date is **not later than Wednesday, 25 March 2020.**
3. Application received after the closing date and any incomplete application without duly filled/signed Application Form 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: 10 March 2020