



METRO EXPRESS LIMITED

Vacancy – Post of IT Manager

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 **IT Manager** in the **MEL**.

A. Qualifications

Candidates shall have the following attributes:

- (a) Possess a degree in Information Technology, Computer Science or any related discipline from a recognised University or an equivalent qualification acceptable to the Board of MEL.
- (b) Minimum of 8 years' in experience in an IT focused role with at least 3 years' in a similar management role.

B. Key Skills and Experience

- (a) Excellent knowledge and understanding of Windows server, operating systems, Exchange, Active Directory with a proven track record of trouble shooting.
- (b) Solid understanding and practical experience of setting up and maintaining Windows server in a domain environment.
- (c) Possess in depth understanding of networks and network security principles and the ability to troubleshoot devices.
- (d) Demonstrable experience in strategic and operational IT management including financial and budgetary management, and process and quality management with significant project management experience managing and implementing large scale IT systems.
- (e) Wide experience in managing security of sensitive and personal information with knowledge of data protection regulations.
- (f) Working knowledge of some or all of the following: Windows 7 to 10, Windows Server 2019, Microsoft Office products, Unix, Linux, Cisco Routing, Firewalls, SharePoint etc.
- (g) Experience in registration or membership systems, backup, disaster recovery and preventive maintenance is an added advantage.
- (h) Excellent management, organisational, analytical and problem-solving skills with high attention to detail.
- (i) Possess exceptional communication skills, with the ability to build positive relationships with a variety of stakeholders in a multidisciplinary environment.
- (j) The candidate must be a self-starter, able to work off own initiative, handling multiple priorities within tight time frames and contribute to high quality services.
- (k) Be flexible, adaptable and comfortable with change. They must be keen to develop their skills and contribute to the work of the organisation in other areas when required.

C. Duties

As IT Manager, you will be reporting to Head of Corporate Services/Chief Executive Officer. You will provide general technical support functions including management of IT projects in a rapidly growing environment. The key duties including but not limited to:

- 1) Be responsible for all IT operational activities and take responsibility for the effective management, performance and improvement of MEL's IT functions;
- 2) Ensure that all IT operating systems and applications are secure and fit for purpose, continually reviewed and enhanced and that they will best deliver on MEL's business needs;
- 3) Manage the IT project for a move from existing office location in Ebene to the new premises – depot in Richelieu
- 4) Drive IT medium and long-term strategy and develop appropriate IT policies;
- 5) Prepare IT department's annual business plan, annual budget and monitor/control expenditure;
- 6) Advise on appropriate technology and infrastructure to support MEL in achieving its strategic and business objectives;
- 7) Manage and maintain all IT systems, service contracts and applications to tender whilst ensuring that all IT spend meets public procurement standards;
- 8) Continually update and administer anti-virus, firewall and VPN infrastructure to ensure that all systems are secure and comply with Data Protection requirements;
- 9) Create and manage user accounts on Active Directory and Exchange;
- 10) Collect, document and present processes, project and product metrics such as utilisation, lead times, bug detection and quality statistics;
- 11) Develop, update and maintain MEL's website;
- 12) Deal with routine queries and complaints; and
- 13) Perform other related tasks/duties as assigned.

D. Pay Package

Salary is negotiable based on qualifications and experience.

E. 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, Ebene 72201.
 - iii) Please ensure that the envelope or the title of the email should be clearly marked "IT Manager".
2. Closing date is **not later than Tuesday, 23 February 2021.**
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: 11 February 2021