



METRO EXPRESS LIMITED

Vacancy – Post of Executive, Training

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.

We are looking for an enthusiastic and talented **Executive, Training** with excellent organisational skills and embrace a “hands-on” approach to assist MEL to deliver learning paths by working alongside what is a close-knit team. The individual will also be comfortable with taking the initiative to engage with a range of individuals across the company on a regular basis.

To succeed in this role, you should be an excellent communicator with great people skills and have a willingness to learn. You should be adaptable to work in a fast pace environment and pro-active where you are responsible for designing, delivering, and evaluating a variety of training and development programmes, initiatives and tools. You should be able to manage external training partners and manage any changing priorities. If you can confidently demonstrate sharp business acumen and that you meet the criteria we are looking for, please send us your application.

A. Qualifications

Candidates shall have the following attributes:

- a) Possess a relevant degree in Engineering from a recognised university, or an equivalent qualification acceptable to the Board of MEL.
- b) A minimum of 3 years’ post qualification working experience preferably in training delivery and training facilitation;
- c) Successfully use a variety of interpersonal skills and communications styles and technique to persuade/motivate others for positive outcomes, showing the benefits to be gained from the training activities;
- d) Ability to demonstrate, through specific achievements, the quality and impact of training and development previously delivered or co-ordinated;
- e) Ability to manage a busy work schedule whilst maintaining a quality training offer and delivering on time and on budget;
- f) Demonstrate strong attention to details, process oriented as well as ability to work in a fast-paced environment juggling multiple tasks effectively whilst maintaining composure under pressure;
- g) Structured and organised project management skills with ability to evolve and develop in line with the latest learning theories and technology;
- h) Flexibility to work out of office hours when necessary.

B. Duties

The incumbent shall be in-charge of the following:

- i) Plan, schedule and deliver Operations & Maintenance (O&M) Training, In-service courses and any relevant in-house courses;
- ii) Provide coaching and mentoring to trainees on their performance and timely constructive feedback;

- iii) Evaluate trainees' course feedback / evaluation reports with the aim to improve and enhance training programmes, materials, and delivery methods;
- iv) Responsible to prepare and provide timely submission of training records and course reports;
- v) Work closely with all relevant Managers to ensure all learning is being designed in line with business demands and meets the needs of learners;
- vi) Identifying learning and development knowledge gaps and developing solutions for closing those gaps;
- vii) Responsible to develop, review and update training materials to incorporate latest Work Instructions, Operating Procedures, Safety Procedures and any relevant documents;
- viii) Support the quality assurance of training programmes and drive training-needs-analysis in collaboration with Operations & Maintenance (O&M) sections;
- ix) Support pedagogic innovation and leverage on new technology and media to create engaging and effective learning experience;
- x) Support the assessment and qualification framework and process for Operations & Maintenance (O&M) trainees;
- xi) Review, evaluate and update the materials to ensure that they are always meeting the needs of the business;
- xii) Assisting with the research and preparation necessary for the development of course descriptions and outlines;
- xiii) Performing any administrative functions necessary to deliver and document learning programmes;
- xiv) Manage the workload in a flexible manner with a positive attitude to change;
- xv) Keep up to date with industry changes, procedures, and requirements relating to job role; and
- xvi) 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 **“Executive, Training”**.
2. Closing date is **not later than Monday, 05 July 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.