



METRO EXPRESS LIMITED

Vacancy – Post of Executive, Procurement

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, Procurement** in the MEL.

A. Qualifications

Candidates shall have the following attributes:

- a) Possess a Bachelor Degree in Logistics or Supply Chain Management or any related discipline from a recognised University or an equivalent qualification acceptable to the Board of MEL;
- b) Have minimum 3 years' experience in procurement;
- c) Sound knowledge of the purchasing policy and ensuring that all purchases adhere to it;
- d) Possess excellent verbal and written communication skills, with good IT knowledge;
- e) Meticulous and have brilliant organisational skills to oversee purchases and develop new contracts;
- f) Play key role in procuring high quality and cost-efficient supplies;
- g) Possess sound knowledge in procurement procedures, maintaining inventories and approving purchases.

B. Duties

The incumbent shall be in-charge of the following:

1. Comply with the procurement policies and procedures;
2. Arrange for the procurement of an array of different goods and services;
3. Estimate and establish cost parameters, and budgets for purchases;
4. Maintain good relationships with vendors / suppliers;
5. Make professional decisions in a fast-paced environment;
6. Maintain records of purchases, pricing, and other important data;
7. Review and analyse all vendors / suppliers, supply and price options;
8. Develop plans for purchasing equipment, services, and supplies;
9. Negotiate the best deal for pricing and supply contracts;
10. Ensure that the products and supplies are high quality;
11. Maintain and update list of suppliers and their qualifications, delivery times, and potential future development;
12. Create schedules, monitor stock levels and replenishing of stock;
13. Work with team members and Manager, Logistics to complete duties as needed;
14. Perform other tasks and related duties as assigned.

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, Procurement”**.
2. Closing date is **not later than Friday, 10 September 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.