



Post of Manager, Safety, Security, Risk, Environment & Quality

A. Qualifications

Candidates should have the following qualifications and attributes:

- a) Possess a Bachelor of Engineering in any discipline from a recognised University or an equivalent qualification acceptable to the Board of MEL;
- b) Have at least 5 years of relevant experience in heavy maintenance industry with at least 5 years in a supervisory capacity;
- c) Experience in implementation/upkeep of Safety/Security Management System (OSHA, ISO14000) and/or Quality Management System (ISO 9000) will be an asset;
- d) Possess strong management skills and understanding of Safety/Security Management System and/or Quality Management Systems;
- e) Demonstrate strong leadership capabilities and qualities;
- f) Be motivated and passionate about people development and able to inspire others;
- g) Be organised, meticulous and able to multitask in a dynamic environment; and
- h) Possess good project management and communication skills

B. Duties

The incumbent shall report to Chief, Service Support/Head of Operations & Maintenance to set-up the Safety/Security, Risk and Quality Management Systems, policies and procedures. The duties and responsibilities include but not limited to:

1. Work collaboratively to provide organisational and operational, risk, opportunity and sustainability advice to internal and external stakeholders;
2. Develop and execute risk management processes, and health and safety plans in the workplace according to regulatory and statutory guidelines;
3. Prepare and enforce policies to establish a culture of health and safety;
4. Evaluate practices, procedures and facilities to assess risks and adherence to law;
5. Establish sustainable organisational policies or practices, and evaluate effectiveness of sustainability programmes;
6. Develop sustainability business/project goals, objectives, initiatives, or strategies (i.e. energy use, resource conservation, recycling, pollution reduction, waste elimination etc.) in collaboration with various stakeholders;
7. Conduct training and presentations for health and safety matters and accident prevention;
8. Monitor compliance to policies and laws by inspecting employees and operations;
9. Investigate incidents/accidents and recommend solutions to issues;
10. Report on health, safety awareness issues and statistics;
11. Develop and implement Quality Management System and ensure compliance to policies and procedures;
12. Staffing: Measure total capacity versus workload. Prepare analysis and action plans;
13. Dashboard: Consolidated Safety Dashboard including all stakeholders;
14. Ensure proper deployment of corrective/preventive actions;
15. Measure process standardization and improvement;
16. QCD (Quality, Cost and Delivery) overview and specific action plan when needed;
17. Consolidation of Process Review Report for MEL;
18. Ensure consolidated view of Safety to MEL executive management;
19. Ensure coordination with other departments to support Safety demonstrations;

20. Manage the consolidation and balance of workload of safety activities and safety workforce (quality and quantity of resources);
21. Manage/approve QCD commitments for projects and other initiatives;
22. Develop and Maintain Safety Resources Skills, manage recruitment (in cooperation with HR's) and external support (in relation with sourcing);
23. Deploy Safety Process, Method and Tools in accordance to Central rules and propose Improvements based on REX (Return on Experience);
24. Ensure convergence between System/Products and System/Projects for safety-related topics;
25. Provide Technical Expertise to projects, systems and products to assure Customer Safety acceptance and satisfaction;
26. Review safety issues and support root cause identification and mitigation measures;
27. Perform system failure trend analysis, where required;
28. Maintain document control system;
29. Prepare status report for the section to Chief, Service Support;
30. Develop integrated hazard risk log and the strategy for risk management including leading risk workshop;
31. Develop sustainability reports, presentations, or proposals for suppliers, employees, academia, media, government, public interest, etc.;
32. Conduct safety audit and review compliance with statutory and industry requirements whilst maintaining current knowledge of applicable environmental regulations, rules, standards and accepted best practices to ongoing awareness and familiarity with all safety and environmental matters, and compliance during construction, testing and commissioning in forthcoming operations; and
33. To perform such other duties related to the main duties listed above or related to the roles ascribed to him.

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) All details and application form can be found 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 **“Manager, Safety, Security, Risk, Environment & Quality”**.
2. Closing date is **not later than Monday, 20 December 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: 02/12/2021