

POSITION DESCRIPTION



ASSISTANT PROJECT OFFICER

Position No.	MEL2306
Vacancy Type	Internal & External
Classification	PSI 8
Salary	Rs. 22,200 x 500 – 22,700 x 600 – 27,450 x 800-37,100 x 1,000–40,100
Employment Type	Permanent position
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: https://mauritiustmetroexpress.mu/job-vacancies/?lang=en</p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - career@metroexpressltd.org</p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - Human Resources Manager Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201</p> <p>The envelope or the title of the email should be clearly marked “Assistant Project Officer”.</p>

Position deadline	Friday ,7th April 2023 Application made without completed MEL Application Form and received after the closing date will not be considered.
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Job Title:
Assistant Project Officer

Reporting Line:
Project Manager

Function/Division:
Project

Location: Ebene/Richelieu

Qualifications:

- (i) Possess a relevant degree in the Civil/Mechanical or Electrical Engineering, or Quantity Surveying from a recognised University or an equivalent qualification acceptable to the Board of MEL; and
- (ii) Possess a certificate in Project Management or an equivalent qualification acceptable to the Board of MEL, or relevant management experience at least one year in railway/infrastructure projects.

Attributes:

- a) Eloquent communicator (verbal and written), facilitation and conflict management skills with ability to quickly establish credibility and simplify the complex data for all stakeholders, pro-actively draw out key issues and develop effective solutions commensurate with the level of risk involved;
- b) Interpersonal skills, an inquisitive mind, and the ability to work effectively in a matrix organisation with multiple functions and organisational levels, together with a positive attitude and strong work ethic with high integrity required;
- c) Ability to be hands-on and detail oriented, manage competing priorities in a dynamic and fast-paced work environment by encouraging collaboration and knowledge sharing, and consistently delivering quality work to agreed deadlines.

The incumbent shall be reporting to the Project, Manager. The duties and responsibilities include but not limited to:

1. To assist in the implementation of projects undertaken by the Metro Express Ltd. ensuring collaborative working with key stakeholders, and maintain high standards of Health, Safety, Quality and Environmental related issues;
2. To work in close collaboration within the MEL team and to report on all projects and matters relating thereto;
3. To assist in the preparation of projects write-up and bid documentation and provide assistance in bids evaluation and draft correspondences to bidders/contractors;
4. To assist in designing, preparing scope of works and supervising multi-disciplinary and cross-functional projects and manage related dependencies and interfaces;
5. To assist in drafting Commencement, Practical, and Final Handing Over and other such certificates;
6. To attend and participate in technical meetings and to advise and make appropriate recommendations on contractual issues;
7. To assist in the certification of payment to contractors and/or consultants and to examine and process

certificates for payment on completion of projects for finalisation of accounts of projects;

8. To use ICT in the performance of your duties;
9. To perform such other duties related to the main duties listed above or related to the roles ascribed to him.

MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidate.