

# POSITION DESCRIPTION



## EXECUTIVE, SAFETY, SECURITY, RISK, ENVIRONMENT AND QUALITY

Position No.	MEL2311
Vacancy Type	Internal & External
Classification	PSI 6
Salary	Rs. 31,500 x 800 – 37,100 x 1,000 – 47,100 x 1,300 – 54,900.
Employment Type	Permanent position
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: <a href="https://mauritiusmetroexpress.mu/job-vacancies/?lang=en">https://mauritiusmetroexpress.mu/job-vacancies/?lang=en</a></p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - <a href="mailto:career@metroexpressltd.org">career@metroexpressltd.org</a></p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - <b>Human Resources Manager</b> 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 “Executive, Safety, Security, Risk, Environment and Quality”.</p>
Position deadline	<p><b>Monday, 01 May 2023</b> Application made without completed MEL Application Form and received after the closing date will not be considered.</p>

### Job Title:

Executive, Safety, Security, Risk, Environment and Quality

### Reporting Line:

Manager, Safety, Security, Risk, Environment and Quality

### Qualifications:

- (i) Possess a Bachelor degree in any Engineering discipline from a recognised University or an equivalent qualification acceptable to the Board of MEL;
- (ii) Have at least 5 years’ working experience in a supervisory capacity (experience in the railway industry will be an added advantage);

**Function/Division:**

Safety, Security, Risk,  
Environment and Quality

**Location:** Ebene/Richelieu

Well-versed with ISO 9001 Quality Management Systems (QMS) and possess good understanding of its requirements;

**Attributes:**

- a) Possess sound knowledge of methodologies of quality assurance and standards;
- b) Possess outstanding verbal and written communication skills, numerical skills and understanding of data analysis / statistical methods;
- c) Brilliant organisational and leadership abilities, with great attention-to-details and results-driven approach, with strong IT knowledge including databases

The duties and responsibilities include but not limited to:

1. Set both short-term and long-term objectives, vision, priorities for QA / QC;
2. Manage the Quality Management Systems (QMS);
3. Host internal and external quality audits, inspections and audit responses and commitments;
4. Coordinate regulatory actions and escalate issues to Senior Management;
5. Review and approve validation related documents;
6. Support continuous improvement initiatives at site to promote both efficient and compliant operations;
7. Ensure site specific compliance with all corporate policy documents and requirements;
8. Ensure all Quality Operations stay current with plans, procedures, and regulations;
9. Conduct integrated hazard risk log;
10. Conduct risk management and risk workshop;
11. Conduct safety and risk audit; and
12. 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.