

POSITION DESCRIPTION



ASSISTANT ENGINEER

Position No.	MEL2305
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://mauritiusmetroexpress.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 Engineer”.</p>
Position deadline	Friday, 7th April 2023 Application made without completed MEL Application Form and received after the closing date will not be considered.

Job Title:

Assistant Engineer

Reporting Line:

Senior Engineer/ Any person designated by the CEO

Function/Division:

Engineering

Location: Ebene/Richelieu

Qualifications:

- (i) Possess a relevant degree in Engineering from a recognised University or an equivalent qualification acceptable to the Board of MEL;
- (ii) Be registered as a Professional Engineer of Mauritius (or equivalent recognised international standing) or completed at least more than one and a half year of Stage 2 Pre-Registration Training in the fields of civil, electrical or mechanical engineering with the Council of Registered Professional Engineers of Mauritius under

Section 13 of the Registered Professional Engineers Council Act no. 49 of 1965, and as subsequently amended

Attributes:

- a) Conversant with International Federation of Consulting Engineers (FIDIC) conditions and forms of contracts will be an added advantage;
- b) Ability to interpret single line drawings, statistical charts, figures, technical measurements and results as well as able to operate any engineering software package;
- c) Eloquent communicator (verbal and written) with ability to quickly establishes 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;
- d) Excellent 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;
- e) 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 in-charge of the following:

1. Administer assigned contracts and provide administrative support required in the preparation of construction and maintenance contracts;
2. Maintains project team accomplishments by communicating essential information; coordinating actions; obtaining expert input; reviewing open issues and action items; contributing information to team meetings and reports including escalating project completion impediments;
3. Determines engineering requirements by conducting inspections and analytical tests; analysing and synthesizing data; maintaining control charts; determining root causes and prepare bid specifications;

4. Reviews detailed works with engineering principles, company standards, contract requirements, and other related specifications;
5. Coordinates activities concerned with technical developments; resolves engineering problems by collecting and analysing information; researching, analysing, adapting, and modifying engineering techniques; recommending solutions; preparing drawings, schematics, and diagrams; evaluating components, materials and suppliers; resolving design integration issues; as well as developing specifications and safety standards;
6. Conducts on-site inspections and works oversight as required to meet project expectations;
7. Meets cost standards by preparing cost-benefits analyses, tracking and reporting expenses;
8. Complies with codes and regulations by complying with requirements; preparing permit applications, plans and compliance reports;
9. Prepare guidelines and procedures for the specific works;
10. Maintains and improves quality results by completing quality assurance tests; following standards; studying, evaluating, and re-designing processes; and implementing changes;
11. Prepares documents, interim and completion project reports; 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.