

POSITION DESCRIPTION



EXECUTIVE, TRAINING

Position No.	MEL23
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: 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 “Executive, Training”.</p>

Position deadline	Wednesday 02 August 2023 Application made without completed MEL Application Form and received after the closing date will not be considered.
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Job Title: Executive, Training	<p>We are looking for an enthusiastic and talented Executive, Training with excellent organisational skills and embrace a “hands-on” approach to assist MEL to deliver learning paths by working alongside the team. The individual will also be comfortable with taking the initiative to engage with a range of individuals across the company on a regular basis.</p> <p>To succeed in this role, you should be an excellent communicator with great people skills and have a willingness to learn. You should be adaptable to work in a fast-paced environment and pro-active where you are responsible for designing, delivering, and evaluating a variety of training and development</p>
Reporting Line: Lead, Trainer	
Function/Division: Service Support Division	
Location: Richelieu	

programmes, initiatives, and tools. If you can confidently demonstrate sharp business acumen and that you meet the criteria we are looking for, please send us your application.

Qualifications:

- (i) Possess a relevant degree in Engineering from a recognised university, or an equivalent qualification acceptable to the Board of MEL.

Attributes:

- a) A minimum of 3 years' post qualification working experience preferably in training delivery and training facilitation;
- b) Successfully use a variety of interpersonal skills and communications styles and technique to persuade/motivate others for positive outcomes, showing the benefits to be gained from the training activities;
- c) Ability to demonstrate, through specific achievements, the quality and impact of training and development previously delivered or co-ordinated;
- d) Ability to manage a busy work schedule whilst maintaining a quality training offer and delivering on time and on budget;
- e) Demonstrate strong attention to details, process oriented as well as ability to work in a fast-paced environment juggling multiple tasks effectively whilst maintaining composure under pressure;
- f) Structured and organised project management skills with ability to evolve and develop in line with the latest learning theories and technology;
- g) Flexibility to work out of office hours when necessary.

The incumbent shall be in charge of the following:

1. Plan, schedule and deliver Operations & Maintenance (O&M) Training, In-service courses and any relevant in-house courses;
2. Provide coaching and mentoring to trainees on their performance and timely constructive feedback;
3. Evaluate trainees' course feedback / evaluation reports with the aim to improve and enhance training programmes, materials, and delivery methods;

4. Responsible to prepare and provide timely submission of training records and course reports;
5. Work closely with all relevant Managers to ensure all learning is being designed in line with business demands and meets the needs of learners;
6. Identifying learning and development knowledge gaps and developing solutions for closing those gaps;
7. Responsible to develop, review and update training materials to incorporate latest Work Instructions, Operating Procedures, Safety Procedures and any relevant documents;
8. Support the quality assurance of training programmes and drive training-needs-analysis in collaboration with Operations & Maintenance (O&M) sections;
9. Support pedagogic innovation and leverage on new technology and media to create engaging and effective learning experience;
10. Support the assessment and qualification framework and process for Operations & Maintenance (O&M) trainees;
11. Review, evaluate and update the materials to ensure that they are always meeting the needs of the business;
12. Assisting with the research and preparation necessary for the development of course descriptions and outlines;
13. Performing any administrative functions necessary to deliver and document learning programmes;
14. Manage the workload in a flexible manner with a positive attitude to change;
15. Keep up to date with industry changes, procedures, and requirements relating to job role; and
16. 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.