

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: 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 “Executive, Safety, Security, Risk, Environment and Quality”.</p>
Position deadline	Tuesday, 28 November 2023 Application made without completed MEL Application Form and received after the closing date will not be considered.

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 or Quality Management from a recognised University or an equivalent qualification acceptable to the Board of MEL;
- (ii) Have at least 3 years' working experience in a supervisory capacity.

Function/Division:

Safety, Security, Risk,
Environment and Quality

Location: Ebene/Richelieu

Attributes:

- a) Well versed with industry-specific quality standards, such as ISO 9001, ISO 14001, ISO 45001.
- b) Strong attention to detail and a commitment to maintaining high safety, security and quality standards.
- c) Adept at identifying issues and developing effective solutions to address quality problems or concerns.
- d) Excellent written and verbal communication skills for reporting and documentation purposes.
- e) Ability to collaborate with cross-functional teams to ensure safety, security and quality standards are met.
- f) Competency in conducting audits and inspections to assess compliance with safety, security and quality procedures and standards.
- g) Proactive approach to preventing safety, security and quality issues before they occur through risk assessment and process optimization.
- h) A commitment to ongoing safety, security and quality improvement and the ability to lead or contribute to continuous improvement initiatives.
- i) Strong documentation skills for maintaining records, creating quality reports, and updating standard operating procedures.
- j) Effective interpersonal skills to build relationships with team members.
- k) The ability to manage multiple tasks and projects while adhering to deadlines.
- l) Flexibility to adapt to changing safety, security and quality requirements and business needs.
- m) Willingness to take ownership of safety, security and quality issues and see them through to resolution.

The duties and responsibilities include but not limited to:

1. Implement and maintain quality assurance processes to ensure the safe and reliable operation of the light rail system.
2. Monitor and ensure compliance with industry-specific quality standards, regulations, and safety requirements.

3. Conduct regular audits and inspections of light rail operations, facilities, and equipment to identify quality and safety issues.
4. Analyze data related to safety, security and quality performance, identifying trends, and making recommendations for improvement.
5. Prepare and maintain comprehensive quality reports, documenting findings, corrective actions, and areas for improvement.
6. Collaborate with cross-functional teams to establish and maintain quality control processes, procedures, and documentation.
7. Investigate incidents or quality issues, conduct root cause analysis, and develop corrective and preventive action plans.
8. Lead or contribute to process improvement initiatives, enhancing safety, efficiency, and overall quality.
9. Perform risk assessments to identify potential quality and safety hazards, recommending mitigation strategies.
10. Maintain accurate and up-to-date records, including quality manuals, standard operating procedures, and quality-related documents.
11. Drive a culture of continuous improvement, promoting quality awareness and engagement throughout the organization.
12. Stay updated on industry-specific regulations and standards, ensuring the company's adherence to all relevant requirements.
13. Work closely with various departments, including Operations, Maintenance and Service Support to address quality-related issues and drive improvements.
14. 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.