

POSITION DESCRIPTION



EXECUTIVE, OPERATION CONTROL CENTRE (OCC)

Position No.	MEL2208
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, Operation Control Centre (OCC)”.</p>
Position deadline	Tuesday, 24 September 2024 Application made without completed MEL Application Form and received after the closing date will not be considered.

Job Title:
Executive, OCC

Reporting Line:
Manager, OCC

Function/Division:
Operation

Location: Richelieu

Qualifications:

- (i) Possess a Bachelor 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 preferably in a Control Room environment or Transport industry/Railway background would be an advantage;

Attributes:

- a) Possess ability to handle emergency situations and also ability to endorse to take critical decision during the course of train service operation.
- b) Have a good understanding of geometrical /mechanical drawings and Depot System Layout for ensuring smooth train operation along main lines.
- c) Effective in handling stress and analyse issues systematically to make sound and safe decisions.
- d) Possess exceptional written skills for investigation, report/ incident writing, and excellent IT knowledge.
- e) Require to perform **2-3 rotating shifts, including duties on weekends and public holidays**

The duties and responsibilities include but not limited to:

- 1. Overall person-in-charge of the day-to-day operations in the OCC;
- 2. Perform general administrative duties for Control Operations;
- 3. Ensure all documents/records used during operations are completed and filed at the end of the operations accordingly;
- 4. Provide Incident Handling and Track Access Management;
- 5. Ensure compliance with rules and procedures in regulating train services;
- 6. Maintain maximum service as safely as possible during train service disruptions;
- 7. Ensure all faults are reported accurately and in a timely manner;
- 8. Liaise closely with Operations and Maintenance sections and external agencies, during major incidents;
- 9. Conduct investigation to incidents;
- 10. Conduct refresher training and briefings on Standard Operating Procedures and Work Instructions;
- 11. Respond to emergency during off-duty when required;
- 12. Conduct risk management and ensuring safe operations of train services;
- 13. Prepare for status and incident reports submission to the OCC Manager.
- 14. To perform such other duties related to their main duties listed above or related to the roles and responsibilities ascribed to their tour of duties during their shift duties.

15. Plan and oversee the Supervised Field Training (SFT) of all new TSC Controller after successful completion on their In Centre Training (ICT);
16. Prepare training materials and assessment documents for train service controllers which will be used for the Supervised Field Training (SFT);
17. Prepare Incident and Trial Run Reports.
18. To attend meetings with other stakeholders/departments in the absence of MOCC.
19. To coordinate all internal security, Operations and Maintenance staff and external stakeholders like (Police, SAMU, MFRS and other emergency services personnel) accessing main lines and the Operation Control Centre (OCC);
20. To monitor and control safety critical workstations like (O&O, AVLS, TSTS, CCTV, PISPASPA, ETS, TETRA, SCADA, PLAN-B, OMCS, IMS, MAXIMO) and other network extension Planning, Testing & Commissioning with other contractors and consultants.

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