



IT MANAGER

Position No.	MEL0112-2025
Vacancy Type	Internal & External
Classification	MI 3
Salary	Rs 75,000 – 115,000
Employment Type	Permanent Position
How to Apply	Online applications are preferred. For online application and downloading Application Form, please visit: https://mauritiusmetroexpress.mu/job-vacancies/?lang=en Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - career@metroexpressltd.org Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - Human Resources Manager Metro Express Limited Richelieu Branch Road Richelieu 71625 The envelope or the title of the email should be clearly marked "IT MANAGER".
Position deadline	Monday, 05 January 2026 at 15.00 Application made without completed MEL Application Form and received after the closing date will not be considered.

Job Title:
IT, Manager

Reporting Line:
Chief Executive Officer

Function/ Division :
IT

Location : Richelieu

Qualifications:

- (i) Possess a degree in Information Technology, Computer Science or any related discipline from a recognised University or an equivalent qualification acceptable to the Board of MEL; and
- (ii) Minimum of 8 years' in experience in an IT focused role with at least 3 years' in a similar management role

Key Skills and Experience:

- i. Excellent knowledge and understanding of Windows server, operating systems, Exchange, Active Directory with a proven track record of trouble shooting.
- ii. Solid understanding and practical experience of setting up and maintaining Windows server in a domain environment;
- iii. Possess in depth understanding of networks and network security principles and the ability to troubleshoot devices
- iv. Demonstrable experience in strategic and operational IT management including financial and budgetary management, and process and quality management with significant project management experience managing and implementing large scale IT systems.
- v. Wide experience in managing security of sensitive and personal information with knowledge of data protection
- vi. Working knowledge of most of the following: Windows 7 to 11, Windows Server 2022, Microsoft Office products, Unix, Linux, Cisco Routing, Firewalls, SharePoint etc;
- vii. Experience in registration or membership systems, backup, disaster recovery and preventive maintenance is an added advantage
- viii. Excellent management, organisational, analytical, and problem-solving skills with high attention to detail.
- ix. Excellent knowledge of the procurement requirements of IT hardware, software and services.
- x. Possess exceptional communication skills, with the ability to build positive relationships with a variety of stakeholders in a multidisciplinary environment;
- xi. The candidate must be a self-starter, able to work off own initiative, handling multiple priorities within tight time frames and contribute to high quality services;
- xii. Be flexible, adaptable, and comfortable with change. They must be keen to develop their skills and contribute to the work of the organisation in other areas when required

Duties & Responsibilities

As IT Manager, you will be reporting to Chief Executive Officer. You will provide general technical support functions including management of IT projects in a rapidly growing environment.

The key duties including but not limited to:

- i. Be responsible for all IT operational activities, including the railway network, and take full responsibility for the effective management, performance, and improvement of MEL's IT functions;
- ii. Ensure that all IT operating systems and applications are secure and fit for purpose, continually reviewed, and enhanced and that they will best deliver on MEL's business needs;
- iii. Drive IT medium and long-term strategy and develop appropriate IT policies;
- iv. Prepare IT department's annual business plan, annual budget, and monitor/control expenditure;
- v. Advise on appropriate technology and infrastructure to support MEL in achieving its strategic and business objectives;
- vi. Manage and maintain all IT systems, service contracts and applications to tender whilst ensuring that all IT spend meets procurement standards;
- vii. Continually update and administer anti-virus, firewall and VPN infrastructure to ensure that all systems are secure and comply with Data Protection requirements;
- viii. Create and manage user accounts on Active Directory and Exchange;
- ix. Collect, document and present processes, project, and product metrics such as utilisation, lead times, bug detection and quality statistics;
- x. Develop, update, and maintain MEL's website;
- xi. Deal with routine queries and complaints; and
- xii. 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.

Date: 03 December2025