

POSITION DESCRIPTION



EXECUTIVE, SAFETY, SECURITY, RISK, ENVIRONMENT & QUALITY (SSREQ)

Position No.	MEL2009-2026
Vacancy Type	Internal & External
Classification	Grade 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	Online applications are preferred. For online application and downloading Application Form, please visit: https://www.mauritiusmetroexpress.mu/job-vacancies/ 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 Ltd Richelieu Branch Road Richelieu 71625 The envelope or the title of the email should be clearly marked “Executive, Safety, Security, Risk, Environment & Quality”.
Position deadline	Wednesday, 30 September 2026 at 15h00 Application made without completed MEL Application Form and received after the closing date will not be considered.

Job Title:
Executive, Safety, Security, Risk, Environment & Quality

Qualifications:

- (i) Possess a Bachelor's Degree in Engineering/ Occupational Safety and Health/ Quality Management/ Risk Management or any other related field from a recognised university, or an equivalent qualification acceptable to the Board of MEL.

Reporting Line:

Manager, **Safety, Security, Risk, Environment & Quality (SSREQ)**

Function/ Division:
Service Support Division

Location: Richelieu

- (ii) Have at least 5 years' working experience in a supervisory capacity (experience in the railway industry will be an added advantage).
- (iii) Have a good understanding of Quality Management Systems and applicable ISO standards, particularly ISO 9001, ISO 14001 and ISO 49001

Candidates should have the following attributes:

- a) Possess knowledge of occupational safety and health, risk management, environmental management, quality assurance and security-related activities.
- b) Have good knowledge of audit, inspection, incident investigation, root cause analysis and corrective and preventive action methodologies.
- c) Possess good analytical skills, including the ability to analyse data, identify trends and prepare reports.
- d) Possess excellent written and verbal communication, organisational and interpersonal skills.
- e) Be computer literate and proficient in the use of relevant Microsoft Office applications.
- f) Be proactive, organised, results-oriented and able to work effectively with different departments and external stakeholders.

The duties and responsibilities

1. Assist in the development, implementation, monitoring and review of policies, procedures, work instructions and management systems relating to Safety, Security, Risk, Environment and Quality.
2. Support the implementation and continual improvement of MEL's Quality Management System and applicable ISO management system requirements.
3. Conduct and participate in safety, security, environmental, quality and risk inspections, audits and assessments across MEL's operations and facilities.
4. Identify non-conformities, hazards, risks, security concerns and areas for improvement, and ensure that appropriate corrective and preventive actions are recorded and followed up.
5. Assist in maintaining and periodically reviewing MEL's hazard and risk registers, and participate in risk assessments and risk workshops with relevant departments.
6. Participate in the investigation of accidents, incidents, near misses, security occurrences, customer complaints and other relevant events,

including root cause analysis and follow-up of corrective actions.

7. Collect, monitor and analyse Safety, Security, Risk, Environment and Quality performance data and indicators, identify trends and prepare reports for Management.
8. Assist in the planning, coordination and conduct of internal and external audits, including follow-up of audit findings, observations, non-conformities and agreed actions.
9. Monitor the implementation of corrective and preventive actions arising from audits, inspections, investigations, risk assessments and management reviews.
10. Maintain appropriate SSREQ documentation, records, registers and compliance files and ensure that these are properly controlled and kept up to date.
11. Liaise and collaborate with MEL departments and operational teams to support the establishment and monitoring of relevant objectives, performance indicators and improvement actions.
12. Assist in the preparation and coordination of Management Review meetings, including compilation of performance information, outstanding actions and improvement opportunities.
13. Perform such other duties related to the above functions or to the role as may be assigned by the Manager, Safety, Security, Risk, Environment & Quality.

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

**Date: 05 September
2026**