

POSITION DESCRIPTION



ASSISTANT PROJECT OFFICER

Position No.	MEL0910
Vacancy Type	Internal & External
Classification	PSI 8
Salary Range	Rs. 22,200 × 500 – 22,700 × 600 – 27,450 × 800-37,100 × 1,000– 40,100
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 Ltd Metro Express Depot Branch Road, Richelieu The envelope or the title of the email should be clearly marked "Assistant Project Officer".
Position deadline	Friday 13 November 2026 at 15.00 Application made without completed MEL Application Form and received after the closing date will not be considered.

Job Title:
Assistant Project Officer

Qualifications:

Reporting Line:

- (i) Possess a degree in Civil, Mechanical or Electrical Engineering, or Quantity Surveying, from a recognised university, or an equivalent qualification acceptable to the Board of MEL;
- (ii) A qualification or recognised certification in

Head of Business
Development, Project
Delivery and Engineering or
any other person
designated by
Head of Business
Development , Project
Delivery and Engineering

Function/Division:
Project

Location: Richelieu

project management, such as Project Management Professional (PMP), Certified Associate in Project Management (CAPM), or a master's degree in project management, would be an advantage.

Skills and Attributes:

- a) Have sound organisational skills, attention to detail and the ability to manage assigned tasks and competing priorities within agreed deadlines;
- b) Hands-on expertise in the areas of project planning and project costing, time and budget management as well as resource planning and management
- c) Possess good verbal and written communication skills, including the ability to prepare clear reports, meeting minutes and correspondence;
- d) Have good interpersonal skills and the ability to work collaboratively with colleagues, contractors, consultants and other stakeholders;
- e) Be proficient in Microsoft Word, Excel and PowerPoint. Knowledge of project scheduling software, computer-aided design or other relevant technical applications would be an advantage;
- f) Ability to be hands-on and detail oriented, manage competing priorities in a dynamic and fast-paced work environment by encouraging collaboration and knowledge sharing, and consistently delivering quality work to agreed deadlines.
- g) Demonstrate initiative, willingness to learn, a positive attitude and a strong work ethic with high integrity.

Experience

- a) A minimum of one year's relevant post-

qualification experience in supporting engineering, infrastructure or other project-related assignments;

- b) Experience in one or more of the following areas: project coordination, site monitoring, preparation of technical documentation, cost estimation, procurement support or progress reporting;
- c) Experience in railway or infrastructure projects, or familiarity with project planning and monitoring tools, would be an advantage.

Duties and Responsibilities

- a) To assist the Project Manager and Project Officers in planning, coordinating and implementing projects and related assignments, in collaboration with relevant MEL departments and external stakeholders;
- b) To assist in preparing project write-ups, scope statements, technical specifications, drawings, bills of quantities, cost estimates and other supporting documents, as applicable, for review by the responsible Project Officer or Project Manager;
- c) To assist in preparing bid documentation, compiling information for bid evaluations and drafting correspondence to bidders, contractors and consultants;
- d) To collect and compile project information, maintain schedules and action trackers, and follow up on assigned activities, deliverables and deadlines;
- e) To assist in monitoring project expenditure and maintaining records of commitments, payments and proposed changes, and bring discrepancies to the attention of the Project Officer or Project Manager;
- f) To undertake site visits and assist in monitoring works against approved drawings, specifications, schedules and applicable health, safety, quality and environmental requirements, and promptly report deviations or concerns;
- g) To maintain site records, photographs, progress updates and inspection records, and assist in preparing reports on contractors' and consultants' performance;
- h) To arrange and attend project, technical and

coordination meetings, prepare minutes and follow up on agreed actions;

- i) To maintain project files, correspondence, drawings, registers and other records, ensuring that documents are properly organised and current versions are available;
- j) To assist in maintaining risk, issue and change registers, and promptly escalate matters requiring attention or decisions;
- k) To assist in checking quantities, supporting records and payment submissions from contractors and consultants, and prepare documentation for review and certification by the authorised officers;
- l) To assist in preparing commencement, completion and handover documentation, including certificates, snag lists, as-built records, maintenance manuals and project closure reports;
- m) To support assigned technical studies and other departmental assignments through data collection, research, analysis and preparation of reports;
- n) To draft reports, Board papers and studies, and compile the supporting information and analysis required.
- o) To use ICT tools in the performance of duties and contribute to improvements in project reporting and record keeping;
- p) To perform such other duties related to the above responsibilities as may be assigned.

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

Date: 14 October 2026