

# **METRO EXPRESS LTD**

## **Vacancy – Post of Communication Manager**

The Metro Express Ltd (MEL) is a registered Mauritian Company wholly owned by the Government of Mauritius and the Company is responsible for the developing, financing, constructing, operating and managing the Metro Express Light Rail System in Mauritius.

Applications are invited from suitably qualified candidates who wish to be considered for the post of **Communication Manager** in the **MEL**.

### **A. Qualifications**

Candidates should:

- (a) possess a Master's Degree in Communication or Public Relations or any Master's Degree in the field of Social Sciences from a recognized institution or an equivalent qualification acceptable to the Board of MEL;
- (b) have at least five years post qualification experience;
- (c) possess managerial skills;
- (d) be fluent in English and French, both written and spoken; and
- (e) be computer literate.

The Communication Manager will report to the Chief Executive Officer and/or the Chairman of Metro Express Ltd.

### **B. Duties**

1. To be responsible to the Chief Executive Officer for the design and implementation of the communication and marketing strategies of the Metro Express Ltd so as to effectively inform and engage relevant stakeholders including through the social media;
2. To advise the Chief Executive Officer on the design and implementation of communication and marketing policies;
3. To lead a team of officers involved in communication and marketing activities;
4. To ensure proper dissemination of information relating to the activities of Metro Express Ltd;
5. To contribute in the production of communiqué, publications and any other appropriate media tools/support documents for Metro Express Ltd;
6. To make arrangements for press conferences, press and TV coverage and public addresses at official functions;

7. To ensure organisational initiatives/policies and projects are successfully communicated to employees and stakeholders;
8. To prepare internal communications including monthly magazine or regular email bulletin, if any;
9. To keep clients/stakeholders abreast of progress of project/programme and answer queries, while ensuring consistency in messages released to the public;
10. To use social media to communicate with staff and public;
11. To review and update information on website of Metro Express;
12. To draft messages or scripts for MEL
13. To handle the internal/external communication in crisis situations;
14. To ensure the maintenance of a good corporate image;
15. To perform such other relevant duties as may be assigned by the Chief Executive Officer.

**C. Pay Package**

Salary is negotiable based on qualifications and experience

**D. Mode of Application**

1. Applications together with photocopies of academic qualifications should be addressed to the **Secretary, Metro Express Limited, c/o Prime Minister's Office, New Treasury Building, Intendance Street, Port Louis, not later than Wednesday 20 June 2018 at 1500 hours.**
2. The envelope should be clearly marked "**Post of Communication Manager**".
3. Applications received after the closing date **will not be** considered.

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

**Date: 01 June 2018**