

METRO EXPRESS LTD

POST OF PERSONAL SECRETARY FOR CEO

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 System in Mauritius.

Applications are invited from suitably qualified candidates who wish to be considered for the post of Personal Secretary in the MEL.

A. Qualifications required

- (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings, or
- (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at 'Principal Level' and one subject at "Subsidiary Level" as well as the General Paper obtained on

one Certificate at the Cambridge Higher School Certificate Examinations.

- (iii) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

Equivalent qualifications to those mentioned above and acceptable to the **MEL**

Candidate should:

- (a) have at least four years proven experience in secretarial duties;
- (b) possess good communication and interpersonal skills;
- (c) be able to work under pressure whilst keeping composure;
- (d) be reliable and trustworthy and has a high sense of integrity, responsibility and maturity;
- (e) possess a thorough knowledge of modern Office practices and procedures and is conversant with relevant computer packages including the use of internet and e-mail; and
- (f) have a pleasant personality.

B. Duties

- 1. To arrange appointments and deal with enquiries;
- 2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition;
- 3. To provide proper stewardship to the office;
- 4. To take messages and facilitate the process of communication between the relevant stakeholders;
- 5. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents;

6. To perform word processing and telex/telex duties and simple computer data processing work and operate e-mail services;
7. To keep track of important documents, papers and make them available expeditiously;
8. To prioritise work on a daily basis and be responsible for ensuring that deadlines are met and appointments honoured;
9. To ensure that meetings are well organized and take place in time and appropriate information is made available;
10. To liaise with clients and staff members, as and when required;
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Personal Secretary in the roles ascribed to him.

C. Pay Package

Salary is negotiable based on qualifications and experience

D. Mode of Application

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 Friday 29 June 2018 at 1500 hours.**

The envelope should be clearly marked "Post of Personal Secretary".

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