

METRO EXPRESS LIMITED

Post of Project Officer

The Metro Express Ltd (MEL) is a newly registered Mauritian Company wholly owned by Government of Mauritius. MEL is responsible to develop, finance, construct, operate and manage the Metro Express light rail system in Mauritius.

2. MEL invites applications from suitably qualified candidates for employment, on a contractual basis, as Project Officer, for an initial period of two years.

Qualifications

3. Candidates should possess—

- (a) a degree in the field of Civil, Mechanical, or Electrical Engineering or Quantity Surveying from a recognized institution; and
- (b) a Master's Degree in Project Management from a recognized institution or relevant management experience in railway/infrastructure projects.

OR

Equivalent qualifications to above acceptable to the Metro Express Ltd.

The Project Officer should reckon at least one year's post-graduation experience in critical projects and/or in projects of similar nature.

Roles and Responsibilities

4. The Project Officer's role is to assist the implementation of projects or related assignments on behalf of Metro Express Ltd, assist in setting up and maintaining effective Project Controls processes (Scope, Cost, Schedule, Quality, Risk, Safety and Environment) to ensure the successful achievement of MEL objectives, in collaboration with all relevant stakeholders

Duties

- a) To assist in the implementation of projects undertaken by the Metro Express Ltd and ensuring collaborative working with key stakeholders, and maintain high standards of Health, Safety, Quality and Environmental related issues.
- b) To work in close collaboration within the MEL team and to report on all projects and matters relating thereto.
- c) To prepare projects write-up and bid documentation and provide assistance in bids evaluation and draft correspondences to bidder/s/contractors.
- d) To be responsible for designing, preparing scope of works and supervising multi-disciplinary and cross-functional projects and manage related dependencies and interfaces.
- e) To assist in drafting Commencement, Practical and Final Handing Over and other such certificates.
- f) To supervise and monitor projects and to submit technical reports and regular progress reports on projects and manage critical interfaces with all relevant stakeholders.
- g) To supervise works executed by private contractors for the Metro Express Ltd and to submit reports on their performance.
- h) To attend and participate in technical meetings and to advise and make appropriate recommendations on contractual issues.
- i) To assist in the certification of payments to contractors and/or consultants and to examine and process certificates for payment on completion of projects for finalisation of accounts of projects.
- j) To use ICT in the performance of his duties.
- k) 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 Project Officer in the roles ascribed to him.

Remuneration

4. Salary is negotiable based on qualifications and experience.

Mode of Application

5. Applicants should submit their application to the MEL with full curriculum vitae, copies of academic and professional certificates and documentary evidence of previous experience, to the following address:

**The Secretary,
Metro Express Limited,
c/o Prime Minister's Office,
Ex-Treasury Building
Intendance Street,
Port Louis**

Or by email : mel@govmu.org

Closing Date for Submission of Application

6. Applications should reach the Secretary, Metro Express Limited, c/o Prime Minister's Office, Intendance Street, Port Louis or by email at mel@govmu.org not later than 1500 hours on Thursday 13 September 2018.

MEL reserves the right to call only the best qualified candidates for interview and not to fill any vacancy as a result of this advertisement

Date: 27 August 2018