

# **METRO EXPRESS LTD**

## **Vacancy – Post of Communication and Public Relations Officer**

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 and Public Relations Officer** in the **MEL**.

### **A. Profile of the Candidate**

#### **Qualifications:**

Candidates should:

- (a) possess a degree in either Public Relations or Communication Studies or Journalism from a recognized institution or an equivalent qualification acceptable to the Board of MEL;
- (b) have at least four years post qualification experience in their field;
- (c) be fluent in English and French, both written and spoken;
- (d) possess communication skills; and
- (e) be computer literate.

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

### **B. Duties**

1. To design and implement Metro Express Ltd's communication strategies so as to effectively inform and engage relevant stakeholders including through the social media.
2. To ensure proper dissemination of information relating to the activities of Metro Express Ltd.
3. To contribute to the production of brochures and other publications and any other appropriate media tools/support document for Metro Express Ltd.

4. To make arrangements for press conferences, press and TV coverage and public address equipment at official functions.
5. To prepare: -
  - (i) materials intended for publication;
  - (ii) official reports and press releases.
6. To maintain regular contact with all information media in Mauritius and overseas, as appropriate.
7. To perform such other relevant duties as may be assigned by the Board.

**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 28 February 2018 at 1400 hrs.**
2. The envelope should be clearly marked "**Post of Communication and Public relations Officer**".
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: 02 February 2018**