



MPRL E&P Pte Ltd.

JOB VACANCY # 008/17
Communication Officer

Date: 06th June 2017

MPRL E&P is privately owned, independent oil and gas exploration and Production Company with interests in both onshore and offshore Myanmar. Founded in 1996, we are now at an exciting stage in our development as we evolve to take advantage of new business opportunities, consolidate our successes to date and collaborate with other major E&P companies to progress new projects. MPRL E&P is seeking applications from dynamic and highly motivated candidate for the following post:

Job Title : Communication Officer
Department : CSR & Communications Department
No. of Position : 1 position
Probation Period : (3) Months
Start Date : As soon as possible
Reporting to : Head of CSR & Communications

The Communication Officer post offers an excellent opportunity for an experienced communication practitioner to develop the MPRL E&P's communication channels. The post holder is responsible for developing this strategy, bringing imaginative flair to new communication initiatives and information resources for targeted audiences across a range of channels to ensure that these audiences are well informed and consulted at all levels of the organization. High quality communication and consultation are an integral part of the Department's activities.

The post holder is expected to play a key role in providing leadership, advice and practical support for the continuing development of communications activities, taking into consideration the complexity and diversity of the Company, as well as experience of writing clear, concise communication across digital and traditional channels.

Job Summary

- Lead the implementation of effective communication approaches across the MPRL E&P Group of Companies
- Play a critical role in establishing a relationship with key stakeholders representing media outlets
- Lead the Communication Team to develop effective internal communication mechanisms to promote unity and strengthen organizational culture at the MPRL E&P GoCs.

JOB DESCRIPTION

- Enhances the image of MPRL E&P through the production of positive, coherent and consistent brochures, presentations and other publicity material for local communities, industry, and business groups or general public consumption, as appropriate.
- Coordinate and support the Head of CSR and Communications to deliver the company's CR report and external benchmarking activities including Dow Jones Sustainability Index and GRI
- Produce high-quality written material, including researching, editing and proof-reading, and provide support for all outbound communication as required including promotional materials, program documents, website content, newsletters, annual reviews etc.
- Acting as the initial key point of contact for charitable giving activities, accessing applications and making recommendations to the Head of CSR and Communications
- Implement the internal and external communication strategy across the sustainability program to inspire internal and external stakeholders
- Contribute to planning and arrangement for MPRL E&P CSR related events, in particular the design and production of materials
- Produce formats and procedures for the Company to respond effectively to the media. This includes but is not limited to media strategy, drafting press releases, responding to media enquiries and building dialogue with journalist

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

- Undergraduate degree preferably in Journalism, Public Relations, Mass Communications, Marketing or similar
- Minimum of 5 years' experience in communications, journalism, branding, and marketing
- Internal communications experience, particularly in the production of internal newsletter/ intranet management/ website management
- External communications experience particularly in engaging with media, releasing press releases etc.

Special Skills

- A passion for media and communications;
- Ability to multi-task with great attention to detail;
- Mature and independent, able to think conceptually, provide constructive solutions and counsel, and lead operational delivery of key communications and corporate social responsibility
- Knowledge of local, regional and social media, with good relationship with key media outlets
- Ability to engage, network, and influence a wide range of senior internal and external stakeholders, and lead operation delivery, managing multiple individuals/units.
- Excellent verbal and written communication skills;
- Proficiency in Microsoft Office suite;
- High degree of motivation and willingness to learn;
- Have the ability to build rapport with a variety of business people
- Timely execution and completion of assigned tasks, ability to work to tight deadlines
- Strong communicator with excellent writing skills; and attention to detail
- Ability to think and work independently; and take initiative

- Enthusiastic, helpful and engaging personality and willingness to work with internal and external stakeholders
- Ability to think creatively and identify a good story opportunity
- Physically active, intelligent and confident but humble enough to take advice and direction

Periodically, the employee may be expected to perform assigned duties and tasks not covered in this job description as well as to provide support to other departments when necessary.

Interested candidate are requested to submit an application letter with CV, relevant educational certificates and at least three references to Human Resources Department at MPRL E&P Pte.,Ltd.

Address : Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon, Myanmar.

Tel : (95-1) 230 7733 – 35

Fax : (95-1) 230 7744

Website : www.mprlexp.com

Email : hr@mprlexp.com

Please note that applications received after deadline will automatically be discarded and only short listed candidates will be contacted.