



JOB VACANCY # 020/17
Joint Venture Business Assistant

Date: 25th August 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 : Joint Venture Business Assistant
Submission Deadline : 08 September 2017
Department : Exploration & JV Business Management
No. of Position : 1 position
Probation Period : (3) Months
Start Date : As soon as possible
Reporting to : Assistant JV Business Manager

Job Summary

- Provide administrative support for the operations of Block A-6, and secondarily non-operated JV's (ENI-operated RSF-5 and Block K, Shell-operated A-4 and Woodside-operated A-7).
- Assist JV Business Manager in her role of MPRL E&P designated asset manager mainly for Block A-6, whereby MPRL E&P is the operator, and accessorially for non-operated JV's, following up and documenting all necessary approvals and authorizations 1) with the Senior Management and 2) with MOGE and other government authorities for smooth running of operations.

Job Description

- Arrange to obtain all necessary approvals and authorizations from technical, financial and compliance teams as well as Sr. Management for inter-office memoranda, MPRL E&P correspondences in relation with the operations of Block A-6, and secondarily non-operated Joint Venture Blocks.
- Organize formatting, printing, photocopying, binding and dispatching of any formal documents including, but not limited to, "Recommendation for Award" for drilling related-services for the exploration/ appraisal operations, "Project Proposal Report", "Scoping Report", "Environmental Impact Assessment Report", "Initial Environmental Examination Report" in related with any approval, including environmental approval for drilling or seismic operations of Block A-6, and secondarily non-operated Joint Venture Blocks in order to request approval from MOGE and other government authorities for smooth running of operations.

- Organize proper filing of correspondences to / from MOGE and respective Joint Venture Blocks including, but not limited to, meeting minutes, presentation materials of Operating Committee Meeting (OCM), Technical Committee Meeting (TCM), Management Committee Meeting (MCM) with MOGE, Operating Committee Resolutions (OCR), Authorization for Expenditures (AFE).
- Assist EJV Team for their travel arrangements, such as obtaining Sr. Management approval for Trip Request Form (prepared by respective team members), arranging payments (AP Form process) for invoices related to the trips, cash advance, expenses clearance, etc.
- Schedule and book meeting rooms for meetings and conference calls, check conference facilities to ensure all are appropriate and in functional order.
- Prepare draft translated Myanmar Versions of Official Letters and / or Office Correspondences to / from English languages if required.
- Prepare internal and external periodic reporting (weekly, monthly) drafts for approvals.
- Observe strict office procedures.
- The employee may, from time to time, be expected to perform assigned duties and tasks not covered in this job description as well as to provide support to other departments as required.

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

- Bachelor degree in any field. Degree in business administration with equivalent work experience in similar fields is preferred.
- Minimum 2-3 years working experience in Oil & Gas Industry preferred.
- Good command in written and spoken English.
- Basic knowledge of accounting practices.

Special Skills

- Willing to acquire non-technical knowledge and understanding of petroleum business practice.
- Exceptionally good organizational skills.
- Good knowledge of Computer skills (Microsoft Office, Internet and e-mail).
- Ability to maintain a high level of confidentiality.
- High degree of motivation and willingness to learn.
- Be flexible and respectful, honest and trustworthy.
- Highly developed communication, interpersonal and multi-disciplinary team skills/ self-starting, pro-active client-minded service.

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.