



JOB VACANCY # 023/17

Engagement Officer

Date: 10th October 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	: Engagement Officer
Submission Deadline	: 24 October 2017
Department	: CSR & Communications
No. of Position	: 1 position
Probation Period	: (3) Months
Start Date	: As soon as possible
Reporting to	: Head of CSR & Communications

The Engagement Officer will be responsible for developing and supporting relationships with key strategic stakeholders, in line with our corporate objectives. The successful candidate will plan and deliver impactful and measurable engagement plans and identify innovative approaches to engagement to support key work programmes.

Job Summary

- Develop, implement, and assist in the management of internal communications and stakeholder engagement initiatives, consistent with project and corporate frameworks.
- Lead initiatives, using various channels, to engage and inform employees of MPRL E&P's activities promoting responsible business practices.

Job Description

- Foster positive and effective relationships with key stakeholders.
- Lead the development and implementation of stakeholder engagement programs at the field and office level.
- Conduct detailed stakeholder analysis.

- Identify, monitor, analyze and communicate responsible business practices to employees.
- Lead and manage the development and implementation of stakeholder engagement tools including fact sheets, brochures, photos, website content, newsletters etc.
- Establish relationships with employees to support exchange of information to ensure the CSR team understand stakeholder issues and interests and that external stakeholders understand project development plans and issues where possible.
- Develop, maintain, manage, and track alignment and gaps with employees.
- Play an active role in coordinating with different departments to gather information needed for creating interesting contents for the company website, intranet portal and social network groups.
- Play a major role in organizing meetings, surveys, and assessments within the organization and its CSR activities.
- Assist in facilitating the internal communications process by producing different communications tools such as newsletter, brochures, pamphlets and other IEC materials related to the company and CSR activities by conducting interviews, research topics, writing, supervising layouts and production.

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.

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

- University degree in Public Relations, Social Studies, Politics & Economics, Communications or equivalent
- At least 3 years of stakeholder relations related experience
- Project management and/or oil and gas industry experience is an asset

Special Skills

- Public relations profession with excellent verbal and written communication skills and the capability to manage information and data on multiple levels
- Ability to prepare, interpret and present complex information to a wide variety of stakeholders
- Excellent interpersonal and presentation skills
- Ability to think strategically, weigh issues, and recommend effective solutions
- Excellent knowledge of regulatory requirements and business drivers associated with community relations and stakeholder engagement goals

- Well-developed organizational and multi-tasking skills and the ability to be flexible and work well independently under pressure in a fast-paced environment with changing priorities and circumstances
- Ability to use stakeholder engagement tools effectively
- Experience in training, advocacy for change and ability to influence behavior

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.