



## Myint & Associates Offshore Supply Base Ltd.

မြင့်အင် ( န ) အဆိုစီရိတ် ( စ ) ကမ်းလွန်ဝန်ဆောင်မှုလုပ်ငန်းလီမိတက်

### **Job Vacancy # 014/18** **Community–Based Facilitator**

Date: 31<sup>st</sup> May 2018

Myint & Associates Offshore Supply Base Limited (M&AOSB) is a privately owned specialist service provider poised to deliver a comprehensive suite of operational and specialist technical service solutions to the oil and gas industry in Myanmar. Founded in 2017, M&AOSB is a member of the MPRL E&P Group of Companies, which focuses on creating value within the energy, telecommunications, and property development sectors of Myanmar and driving progress in the nation. M&AOSB is set to grow as we pursue business opportunities to support oil and gas exploration and production offshore Myanmar. M&AOSB is seeking applications from dynamic and highly motivated candidates for the following post:

|                     |   |
|---------------------|---|
| Job Title           | : Community–Based Facilitator                                     |
| Job Grade           | : (3)   |
| Submission Deadline | : 14 June 2018  |
| Department          | : Corporate Affairs   |
| Section             | : M&AOSB, CSR   |
| No. of Position     | : 1 position  |
| Probation Period    | : (3) Months  |
| Reporting to        | : Field Coordinator   |
| Location            | : Nanttharpu Village Tract, Ngaputaw Township, Ayeyarwaddy Region |

#### **Job Summary**

Under the supervision of the Field Coordinator, the Community-Based Facilitator will help establish 2-way communication between community stakeholders and M&AOSB. The incumbent will have strong knowledge of and demonstrated experience with community engagement approaches and methodologies. The CBF will act as a link between external stakeholders and M&AOSB and will frequently be involved in addressing grievances. The incumbent will acquire knowledge of the MPRL E&P Group of Companies' approach to CSR through hands-on training in other assets. This is a field-based position.

#### **Job Description**

- Build and maintain relationship with community stakeholders
- Mobilize communities in which M&AOSB operates to identify needs and facilitate community participation in planning, development, implementation and monitoring of win-win projects which have shared value for both the business and communities

- Mobilize community resources to ensure a high level of community ownership
- Support the development of stakeholder engagement plans
- Support the planning, implementation, monitoring and evaluation of training programs for community-based committees and volunteers
- Identify and nurture long-term partnerships with grassroots activists and community-based organizations
- Support in organizing communications campaigns, public consultations, workshops, community meetings, surveys, and assessments to routinely communicate progress to ensure stakeholders understand risks, impacts and interests of M&AOSB
- Organize review, reflection and learning for multiple stakeholders
- Develop and disseminate invitations, document meeting minutes and other project documents as required

### **Job Specifications: (Educational & Non-educational qualifications)**

#### **Education / Experience**

- High School Diploma or higher
- At least 1 year of relevant experience

#### **Special Skills**

- Ability to effectively communicate orally and in writing
- Ability to work well independently and as a team
- Familiarity with office procedures
- Ability to drive a motorcycle
- Knowledge of computer applications including MS Office
- Investigative and problem solving skills

**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](http://www.mprlexp.com)

Email : [hr@mprlexp.com](mailto:hr@mprlexp.com)

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