



## Myint & Associates Offshore Supply Base Ltd.

မြင့်အင် ( န ) အဆိုစီရိတ် ( စ ) ကမ်းလွန်ဝန်ဆောင်မှုလုပ်ငန်းလီမိတက်

### **Job Vacancy # 013/18**

### **Field Associate**

Date: 09 July 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	: Field Associate
Job Grade	: (4)
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 direction of the Field Coordinator, the Field Associate will work closely with the M&AOSB project and operations teams. The incumbent will have strong technical background in civil engineering, monitoring construction projects in remote areas and facilitating interface with local communities. 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**

- Conduct routine inspections during site operations and supervise contractors, sub-constructors, and suppliers
- Coordinate and work closely with multi-disciplinary teams
- Document grievances from case registration to close out as per the M&AOSB Operational Grievance Mechanism
- Develop designs, drawings and estimates, checking, and calculating quantity from drawings
- Provide technical support and guidance to community-based participatory projects in line with the M&AOSB Social Management Framework and CSR Work Programs

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

### **Education / Experience**

- Degree in civil engineering or a closely related field
- At least 2 years of experience in the construction industry
- Experience with facilitation and engagement

### **Special Skills**

- Sound knowledge of engineering principles and practices
- Ability to effectively communicate with multiple groups of stakeholders in audience-appropriate formats
- Ability to work well independently and as a team
- Demonstrated organizational and time management skills with the ability to prioritize workload and manage multiple work streams
- Passionate about HSE
- Good interpersonal and communication skills
- Excellent business writing and English language skills
- Ability to drive a motorcycle
- Knowledge of computer applications including AutoCAD and 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.