



**MPRL E&P Pte Ltd.**

**JOB VACANCY # 0015/17**

**Staff Officer**

Date: 23<sup>th</sup> May 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 : Staff Officer  
Submission Deadline : 06 June 2017  
Department : Government and Public Affairs  
No. of Position : 1 position  
Probation Period : (3) Months  
Start Date : As soon as possible  
Reporting to : Senior Stakeholder Engagement Officer

**Job Summary**

The positions main responsibility is to assist all tasks associated with researching, developing, implementing, and adapting strategic and multi stakeholders for projects under supervision provided by the XOD. Develop, implement, and assist in the management of internal communications and stakeholders initiatives, consistent with project and corporate frameworks. Job responsibility will include:

- Develop MPRL E&P's capability in communications and engagement
- Build and maintain relationships with new and existing partners, government agencies and employees

**Job Description**

- Support XOD/SSEO to drive government relations and public affairs on the company's PR strategy
- Develop and maintain a complex network of relationships to ensure success of the programs
- Coordinate and prepare documentations such as correspondences to government agencies and meeting minutes after a meeting
- Assist XOD/SSEO to design and deliver content for all tasks relating to government relations and public affairs

- Gather relevant information in relation to PR initiatives, in relation to the projects being undertaken
- Assist to develop work plan, implementation, budgeting and logistic to ensure that progress is made and best practice adopted
- Develop and maintain positive working relationships with team members, business clients and business partners
- To monitor and effectively communicate with subcontracting agencies ensuring successful and high quality operation of PR activities

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

#### **Education / Experience**

- Any University Degree
- At least 3 years' work relevant professional experience (Preferable in media, communications and journalism)
- Other qualification in public relations, marketing, publishing or graphic design and project management

#### **Special Skills**

- Excellent communicating in written and spoken English
- Good knowledge of Computer skills (MS Word, Excel, Power Point, Internet and Email)
- Understanding of the principles of public participation in development planning and delivery
- Understanding of oilfield operations
- Ability to assist communication aspects of large projects
- Ability to deliver high quality outcomes (technical & documentation) to stakeholders on time
- Highly developed leadership skills, particularly related to communication, interpersonal skills / influencing, decision making, customer 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](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.