



Myint & Associates Offshore Supply Base Ltd.

မြင့်အင် (န) အဆိုစီရိတ် (စ) ကမ်းလွန်ဝန်ဆောင်မှုလုပ်ငန်းလီမိတက်

Job Vacancy **Program Assistant**

Date: 11th September 2017

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 | : Program Assistant |
| Job Grade | : (3) |
| Department | : Corporate Social Responsibility |
| No. of Position | : 1 position |
| Probation Period | : (3) Months |
| Reporting to | : Monitoring & Evaluation Team Leader |

Job Summary

The Program Assistant will support the execution of the M&AOSB Corporate Social Responsibility Work Programs. The incumbent will acquire knowledge of the MPRL E&P Group of Companies' approach to CSR through hands-on training in other assets. The incumbent is expected to travel to remote project areas as required.

Job Description

- Support the CSR program staff members to drive results in support of the M&AOSB CSR Work Programs and its milestones and targets.
- Assist the CSR program staff members to design and deliver content for all stakeholder engagement materials and tools.
- Assist the CSR program staff members in organizing and facilitating participatory workshops, note taking, and documenting minutes of meetings.
- Support analysis of qualitative and quantitative data by data entry and management.

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

- Bachelor degree in any discipline
- At least one year of relevant experience working in a large organization

Special Skills

- Administration experience
- Ability to multi-task
- Ability to communicate with others and work well in a team
- Investigative and problem-solving skills
- Knowledge of computer applications including Word, PowerPoint, and Excel

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.