



JOB VACANCY # 022/17
Human Resources Officer

Date: 11th 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	: Human Resources Officer
Submission Deadline	: 24 October 2017
Department	: Human Resources
No. of Position	: 1 position
Probation Period	: (3) Months
Start Date	: As soon as possible
Reporting to	: Assistant Human Resources Manager

Job Summary

Support to HRM/ AHRM in developing policies, practices and procedures related to Training & Development and Performance Management to ensure MPRL E&P is staffed with qualified personnel and working effectively to support the achievement of the corporate goals. Assist in the implementation of HR programmes designed to create a positive working environment, a high performance workforce and an organization with a "Learning Culture".

Job Description

- Act as a focal person for Learning & Development function and activities
- Work closely with respective line management/ department focal persons to maintain a Learning & Development environment
- As a trainer for HR related trainings and for HRD related policy awareness raising presentation and workshops. Assist and facilitate other departments in trainings
- Coordinate Learning & Development related events initiated by HR Department and contribution of self-knowledge sharing program to all employees based on relevancy whereby supporting the Corporate Goal of Workforce Skills Enhancement.

- Coordinate with other departments to ensure that procedures related to trainings comply with the policies and practices in place
- Administration, communication and reporting for internal (knowledge sharing) trainings and external trainings
- Manage in initiating, developing, reviewing, updating and amendment of HRD related policy, procedures and practices
- Provide guidance to Jr. HRO and act as a facilitator for Staff Orientation/ Re-Orientation Programs
- Cascade employee development related information within department and business units
- Work for HRD related targets in HR milestone and timeline set annually
- Provide administration, communication, record keeping and HR assistance for MFO PMP reviews
- Give PMP related awareness raising trainings, workshops and presentations
- Provide input and assistance to HRM and AHRM in improving the PMP system
- Assist to AHRM/ HRM & HRD Team by supporting to all line managers on the implementation of the MPRL E&P performance management process to ensure the integrity of the process, particularly in identifying high performing / high potential candidates and ensuring sub-standard performance issues are addressed.
- Provide PMP related interpretation, analysis and reporting to AHRM & HRM
- Working in cooperation with HR/ Admin working group and other business units as required in employee development related matters
- Submit regular (weekly, monthly, and quarterly) reports as necessary for HRD Function (eg. Trainings, PMP, Learning & Development updates) to HRM/AHRM
- Participate in HROM team activities related to human resources management functions as required

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

- University degree plus post-graduate or professional qualification in human resources.
- 3 years work experience in a similar field.
- Good command in written and spoken English.

Special Skills

- Very good command of written and spoken English.
- Good Computer skills (MS Word, Excel, Power Point, Internet and Email).
- Detailed knowledge and understanding of business practices relating to human resources.
- Understanding of oilfield operations.

- 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

Email : hr@mprlexp.com

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