



MPRL E&P Pte Ltd.

JOB VACANCY # 0012/17
Legal & Compliance Officer

Date: 20th 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 : Legal & Compliance Officer
Submission Deadline : 20 November 2017
Department : Compliance Department
No. of Position : 1 position
Probation Period : (3) Months
Start Date : As soon as possible
Reporting to : Assistant Chief Compliance Officer

Job Summary

Under the direct supervision of ACCO, the legal & compliance officer initiates and supports superiors, to provide direction and oversight of the *compliance program*. The legal & compliance officer is responsible to initiate preparation and implementation of the *compliance program* and the *annual compliance work plan* including but not limited to initial preparation, periodical review, and amendment of the *code of conduct* and compliance related *policies and procedures* as required; identifying and assessing areas of compliance risk, and conducting audits; initial developing and implementing education programs addressing compliance and the *code of conduct*; implementing a retaliation-free internal reporting process, including an anonymous reporting system; and collaborating among compliance team, other business units, and the MPRL E&P Management to achieve the goals of the compliance department.

Job Description

- Initial preparation of the below documentations, periodical review, amendment as required on a go forward basis, and collaborates and coordinates with all stakeholders/departments for implementation of such program, plan, policies and procedures.
 - a) Effective Compliance Program

b) Annual Compliance Work Plan

c) Code of Conduct (or) Standards of Conduct, and compliance related Policies and Procedures

- Initiate preparation, implementation and operating retaliation-free reporting channels, including an anonymous reporting system available to all employees, consultants, contractors and other personnel related to MPRL E&P's business.
- Follow-up resolution to investigations (if any) and other issues generated by the compliance program, including development of corrective action plans, as needed.
- Arrange to conduct routine monitoring and auditing of organizational transactions, business risks, controls and behaviours as per prescribed schedule whether compliance with legal, contractual and organizational policies & procedures.
- Monitors tracking the day-to-day compliance activities/data of the organization and make sure proper record keeping.
- Maintain and keep updating changes of laws, rules, regulations, notifications including observing Myanmar Gazettes and keep all stakeholders informed as required.
- Communicate and deal with outside legal firm for legal opinion/advice as needed basis upon the senior management approval, make appropriate review, and submit executive summary with relevant recommendations to the senior management with regard to legal compliance issues.
- Providing inputs and supports to other departments for execution of their specific new policies, procedures and/or amendment as needed basis.
- Capacity building and keep compliance related knowledge by participating in educational opportunities, reading and studying professional publications/references through website, reference books and appropriate ways and means.
- Prepare required tools and training materials including but not limited to presentation slides, pre & post questionnaires, evaluation form etc. for compliance related education, communication and awareness trainings/workshops.
- Collect appropriate information to generate necessary reports for submission to appropriate committees and/or senior management as needed basis.
- Preparing, negotiating, reviewing, finalizing, and revising NDA/CA with potential partners.

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

- Law degree preferred with experience in industry-specific law and specific knowledge of fraud, and abuse issues
- Accounting and auditing experience and/or with certificate(s) of compliance related course would be additional preference
- Strong influencing skills and perseverance in investigating

- Minimum (5) years experiences in handling and dealing with legal, contractual, policies and procedures, and dealing with compliance issues preferred

Special Skills

- Familiarity with contractual, operational, procedures, and regulations.
- Organizational skills and attention to details
- Understanding of oil and gas industry practices
- Highly developed communication and interpersonal skills/influencing
- Flexible with changing business environment
- Good verbal & written communication skills (both Myanmar & English)
- Sufficient computer knowledge and skill

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.