



**MPRL E&P Pte Ltd.**

**JOB VACANCY # 01/18**

**Corporate Affairs Coordinator**

Date: 03<sup>rd</sup> January 2018

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 : Corporate Affairs Coordinator  
Department : Corporate Affairs  
No. of Position : 1 position  
Submission Deadline : 17 January 2018  
Probation Period : (3) Months  
Start Date : As soon as possible  
Reporting to : Corporate Affairs Manager

**Job Summary**

This incumbent will support the Corporate Affairs Manager by coordinating initiatives led by the Office of the Country Manager, which oversees 10 technical and business support departments across MPRL E&P. The incumbent will assist in monitoring the MPRL E&P annual work program against milestones and targets as well as facilitate twice-yearly review workshops to assess best practices and gaps in organization performance. The incumbent is required to liaise with internal stakeholders to help establish two-way communication between MPRL E&P executive leadership and frontline employees. Occasional travel to project sites is required.

**Job Description**

**Corporate Monitoring & Evaluation**

- Assist in monitoring progress of the MPRL E&P annual work program through weekly and monthly tracking of key performance indicators.
- Work closely with the Corporate Affairs Manager in assessing and analyzing best practices and gaps in organization performance and identify areas for improvement across the business.
- Support the development of monitoring and evaluation tools.

**Internal engagement and communications**

- Liaise with internal stakeholders at all levels to identify business information that encourages employee engagement and improves performance.

- Support the development of key messages to effectively communicate the company's strategic priorities, short-term and long-term plans to company personnel.
- Develop and moderate internal communication platforms in order to facilitate strategic connections and conversations within the organization.
- Support in organizing meetings, trainings, workshops, Town halls, and prepare meeting minutes as required.

### **Special projects**

- Support the Corporate Affairs Manager in conducting literature reviews, developing project concepts, designing and implementing special projects led by the Office of the Country Manager.

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

#### **Education / Experience**

- Any University Degree
- At least 2 years of related experience
- Project management and/or Oil and Gas industry experience is an asset

#### **Special Skills**

- Excellent communicating in written and spoken English
- Good knowledge of Computer skills (MS Word, Excel, Power Point, Internet and Email)
- Excellent verbal and written communication skills and the capability to manage information and data on multiple levels
- Well-developed organization and multi-tasking skills and the ability to be flexible and work well independently under pressure in a fast paced environment with changing priorities and circumstances
- Ability to think strategically, weigh issues, and recommend effective solutions
- Demonstrated skills in facilitation, diplomacy, conflict resolution, and public speaking
- Well-developed problem solving and analytical 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.