



## Myint & Associates Offshore Supply Base Ltd.

မြင့်အင် ( န ) အဆိုစီရိတ် ( စ ) ကမ်းလွန်ဝန်ဆောင်မှုလုပ်ငန်းလီမိတက်

### **Job Vacancy** **Program Assistant**

Date: 02<sup>th</sup> April 2018

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	: Program Officer

### **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](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.