



Myint & Associates Offshore Supply Base Ltd.

မြင့်အင် (န) အဆိုစီရိတ် (စ) ကမ်းလွန်ဝန်ဆောင်မှုလုပ်ငန်းလီမိတက်

Job Vacancy # 012/18

Field Coordinator

Date: 31st May 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	: Field Coordinator
Job Grade	: (5)
Submission Deadline	: 14 June 2018
Department	: Corporate Affairs
Section	: M&AOSB, CSR
No. of Position	: 1 position
Probation Period	: (3) Months
Reporting to	: Program Officer
Location	: Nanttharpu Village Tract, Ngaputaw Township, Ayeyarwaddy Region

Job Summary

A key member of the M&AOSB Corporate Social Responsibility team, Field Coordinator, CSR, will coordinate, consolidate, implement, and support day-to-day activities at the field level to ensure smooth operationalization of the M&AOSB Social Management Framework. This is a field-based position.

Job Description

- Coordinate with the project management and operations teams to ensure that the M&AOSB Social Management Framework is adhered to at all levels of the organization, including contractors, sub-contractors, and suppliers
- Organize and execute consultations and engagement with various groups of stakeholders at the field level
- Administer the M&AOSB Operational Grievance Mechanism as per procedures
- Support the preparation and implementation of detailed CSR work plans on an annual, monthly, and weekly basis

- Improve and support opportunities for partnerships with local community organizations, neighborhood groups, local organization, residents and community groups
- Support program personnel to develop initiatives to empower local community groups
- Facilitate the development of viable programs/projects associated with various program priorities to ensure long term impact and sustainability of investments
- Actively participate in social research and keep abreast of best practice and social planning principles and engagement of local communities
- Ensure appropriate consultation and participation and feedback to the community in the development of policies and strategies related to community initiatives
- Collect relevant data and information in relation to community investment initiatives, in relation to the projects being undertaken and policies developed
- Support the development of regular reports, including weekly, monthly, and yearly reports

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

- Degree in community development or any other relevant discipline
- At least 3 years of experience in community engagement and/or development

Special Skills

- Engagement experience with community stakeholders
- Ability to communicate with various levels of stakeholders
- Ability to think strategically, weigh issues, and recommend effective solutions
- Monitoring and evaluation experience
- Ability to conduct workshops and consultations

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.