



## Myint & Associates Offshore Supply Base Ltd.

မြင့်အင် ( န ) အဆိုစီရိတ် ( စ ) ကမ်းလွန်ဝန်ဆောင်မှုလုပ်ငန်းလီမိတက်

### **Job Vacancy # 012/18**

### **Field Coordinator**

Date: 09 July 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)
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](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.