



Myint & Associates Offshore Supply Base Ltd.

မြင့်အင် (န) အဆိုစီရိတ် (စ) ကမ်းလွန်ဝန်ဆောင်မှုလုပ်ငန်းလီမိတက်

Job Vacancy # 011/18 **Senior Program Officer**

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	: Senior Program Officer
Job Grade	: (7)
Department	: Corporate Affairs
Section	: M&AOSB, CSR
No. of Position	: 1 position
Probation Period	: (3) Months
Reporting to	: Corporate Affairs Manager
Location	: Yangon

Job Summary

The Senior Program Officer will effectively represent M&AOSB's mission, vision, and core values with key stakeholders, backstopping the implementation of the M&AOSB Social Management Framework on a day-to-day basis. The incumbent will have strong technical background in design, monitoring, evaluation, and reporting of 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

- Effectively represent M&AOSB's mission, vision, and core values through good relationships and networks with relevant internal and external stakeholders, including employees, community groups, local leaders, government departments, CSOs, NGOs, and contractors/suppliers
- Lead coordination and communication with the project management and operations team and manage interface between community and external contractors, sub-contractors, and suppliers and ensure compliance with corporate standards. Apprise supervisor/management of any critical issues as they arise and recommend resolutions

- Ensure effective design, monitoring, and evaluation (DME) system and tools are developed and used by CSR program staff to track progress and results for the business/ stakeholders and lead period reviews for learning and accountability
- Regularly communicate program activity and results through monthly/annual reports and other communications materials
- Provide technical guidance to program staff especially in DME, facilitate effective teamwork and ensure team works according to clear work plans, and work within a framework of clear objectives and in close coordination with other departments
- Provide trainings as required
- Ensure that budgets are drawn up for all activities, and that costs are kept within budgets, working closely with Finance to provide budget updates on a monthly basis.

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

- Graduate degree from a recognized university
- 8+ years experience in DME and project management
- 3+ years of experience in supervisory/managerial capacity

Special Skills

- Adaptable in approach and a willingness to work under pressure in a demanding environment
- Demonstrated advocacy, influencing and negotiation, facilitation, diplomacy, conflict resolution, and public speaking skills
- Ability to think strategically, weigh issues, and recommend effective solutions
- Excellent report writing and English language skills
- Knowledge and demonstrated experience of Design, Monitoring & Evaluation
- 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

Email : hr@mprlexp.com

Please note that applications received after deadline will automatically be discarded and only short listed candidates will be contacted.