



JOB VACANCY # 006/19
JV Business Coordinator

Date: 10 April 2019

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 : JV Business Coordinator
Submission Deadline : 30 April 2019
Department : Exploration & Joint Venture Business
No. of Position : 1 position
Probation Period : (3) Months
Start Date : not later than 30 June 2019
Reporting to : Assistant JV Business Manager

Job Summary

- Coordinate tasks and assist Joint Venture Manager as required.
- Upgrade and maintain Compliance Registers for each Joint Venture Asset.
- Monitor compliance of every contractual operation in each Joint Venture Asset with relevant Compliance Registers.
- Engage with stakeholders in relation with Block A-6 Operations and Non-Operated Joint Venture Blocks.

Job Description

- **General:** Gain a quick understanding of oilfield operations, including petroleum licensing issues, such as PSC contracts, Farm-out Agreements (FoA) and Joint Operating Agreements (JOA) as well as commercial Agreements.
 - Administer and monitor PSC, FoA and JOA on behalf of MPRL E&P/MPEP,
 - Administration and compliance of contracts where MPEP or MPRL E&P has an interest, except for the Mann field.
 - Supervise the upgrade and maintenance of a filing system for each PSC, IPR, FoA, JOA, and all future agreements to do with commercialization of A-6 gas which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules*, AFE's*, expenditures*, audits*, meetings (TCM, OCM and MOGE meetings), including resolutions discussed and signed at these meetings, for quick retrieval (the "filing system"). * in coordination with Finance team.

- Block A-6 in pre-Development and Development phase: assist Joint Venture Manager as required for the following activities:
 - MPRL E&P's operatorship: As MPRL E&P is to be a Joint Operator for Block A-6 during the development phase, review and follow up TCM, OCM minutes and resolutions.
 - Stakeholder Engagement: Participate in the stakeholder engagement meetings both Joint Venture Partners and Government Officials as described as key interfaces in below.
 - Block A-6 Fund Raising: Assist Finance and Business Support teams in obtaining clarity in expenditures planning, such as cash call planning to help in drafting financing plans and providing any technical support needed to be conveyed to funding institutions.
 - Joint Venture Partners' activities: Regularly monitor websites of partners Total and Woodside to check for any publicly announced developments that may affect Block A-6 operations and report to AJVM/JVM, corporate management and EXM.

- Non-Operated Joint Ventures: assist Joint Venture Manager as requested in advising and/or alerting in launching, drafting, monitoring Technical Committee Meetings (TCM), Operating Committee Meetings (OCM) and Management Committee Meetings (MCM) in conformity with JOA's, maintaining contacts and liaising with partners and operators, answering or organize answering of queries, following up correspondence, checking compliance of contracts.

- The employee may from time to time 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.

Dimensions:

Key role in smooth and swift operations of MPRL E&P's role in the Block A-6 Development phase.

Key Interfaces (outside of Exploration & Joint Venture team):

- Internal partners, more specifically:
 - Business support teams, incl. marketing and fund-raising team(s)
 - Finance team
 - Compliance team
 - CSR/HSE teams
 - Technical teams
 - Corporate Management

- External partners to MPRL E&P:
 - Joint Venture partners Total, Woodside, ENI and Shell;
 - Government's departments, mainly but not only: MOGE, OGPD, ECD;
 - MPRL E&P GoC's, more specifically M&A, M&A OSB, Asia Drilling.

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.

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

- Bachelor degree in law and/or economics and/or business administration preferred.
- 5 years of experience in medium-high working pressure business

Special Skills

- Self-starting and good sense of initiative
- Critical thinking and problem solving skills
- Quick grasp of challenges with good sense of cutting the right corners if necessary, to timely complete assigned tasks
- Good planning, flexibility for prompt changes of situation and job prioritizing skills to minimize "five-to-midnight" syndrome
- Excellent communication skills, interpersonal and multi-disciplinary team environment / influencing, customer service.

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.