



JOB VACANCY # 007/19

Senior HR Officer

Date: 14 May 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 : Senior HR Officer
Submission Deadline : 31 May 2019
Department : Human Resources
No. of Position : 1 position
Probation Period : (3) Months
Reporting to : Assistant HR Manager

Job Summary

Sr. Human Resources Officer is responsible to ensure effective overall HR Operations Functions; recruitment & selection, staff welfare & benefits and organizational policies & practice realignment by leading functional HR Officers. Sr. Human Resources Officer has to assist Head of HR in order to achieve department annual goals towards the success of corporate goals.

Job Description

Recruitment and Selection

- Manage the recruitment process and life-cycle, including initial assessments, interviews, offers, medical check-up and approval memo to senior management, selected candidate on boarding, off boarding
- Support professional advices to hiring department regarding recruitment process, negotiation in salary package regardless of positions
- Updating, follow up and manage timeline the status of R&S status coordination with Jr.HRO (R&S)
- Strengthen R&S process through initiating to implement efficient work flow within the organisation
- Manage yearly manpower planning process with HoDs in order to get potential corporate talent pool
- Identify and source appropriate talent for current open roles within the organization
- Develop related R&S standard operation procedures (SOP), forms, policies and procedures to be in line with current applicable Myanmar Labour Laws and ensure to be trendy with updated R&S function
- Prepare budget for R&S activities

Stakeholder Engagement

- Stakeholder engagement with respective Authorities (MYO and MFO)
- Engaging with Labour Office to Employment contracting contract renew, extend and new contract (PEC, CEC) in time
- System, Policies and Procedures Administration
- Involve in the development of HR operational systems required for effective functioning of all organizational integrations and productions activities.
- Participate in micro-planning activities related to human resources functions
- Involve in and act as focal point of HR Business Partnership Role representing all HR functions for other Business Units attached with MPRL E&P.

Compensation, Welfare and Benefits

- Overseeing and Manage Staff's entitlement and guidance to Jr. HRO as operational requirement
- Review and endorse to Compensation, Welfare and Benefits reports and statistics

Other Technical Specifics

- To maintain and update information regarding HR Operations Management Function such as hiring, health care, benefits, compensation & organizational policies & practice realignment and other matters of private and personal nature in a professional and confidential manner, under guidance of Head of Department.
- Coordinate events initiated by HR Department and take key role in contribution of self-knowledge sharing program of own profession to all employees based on relevancy whereby supporting the Corporate Goal of Workforce Skills Enhancement.
- Manage and monitor Contract Management such as employment agreement for Expatriate, Consultant and Retainer
- Monitor and check the data accuracy in HCM cloud and Data management.
- Act as leading role in Learning Club Organising team by leading and organizing all team members to ensure that the program effectively executed across the organisation

Working Relationships

- Internal : Interact on regular basic with Hiring Department (MYO) and MFO for HR Support by maintaining good relationship with all levels of staff across the organisation
- Maintain good relationship with GOCs HR Team
- External : Related Union/respective area level Ministry Offices (MYO, MFO) and Industry HR Network, Third Parties of Salary Survey

Monitoring and Evaluation, Reporting

- Lead and manage a team to get smooth HR Operations Management Function
- Ensure that all activities of R&S function to be in line with applicable local laws and International Oil & Gas standard
- Submit regular and special reports as necessary on staff affairs related to HR Functions to Head of HR Department.
- Mentor and coach the juniors about today HR updated functionalities.
- Prepare data analytics for Service Years Award programs of MPRL E&P Group of Companies and provide accurate data report in time

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

- Any University Degree and HR professional certified qualification.
- Over 5 years work experience in a similar field.

Special Skills

- Excellent communicating in written and spoken English
- Good knowledge of Computer skills (MS Word, Excel, Power Point, Internet and Email)
- Detailed knowledge and understanding of business practices relating to human resources
- Understanding of Oil & Gas operations
- Highly developed leadership skills, particularly related to communication, interpersonal skills / influencing, decision making, customer service
- Initiative and willingness to learn new things
- Active listener
- Good Collaboration and teamwork

Interested candidates 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.