



**JOB VACANCY # 012/19**

**Staff Officer**

Date: 29 July 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	: Staff Officer
Submission Deadline	: 15 August 2019
Department	: Executive Management Office
No. of Position	: 1 position
Probation Period	: (3) Months
Start Date	: As soon as possible
Reporting to	: Executive Office Manager

**Job Summary**

- Coordinates the scheduling of regular staff meetings (Secretariat Office), gathering agenda items and materials as required and preparing and distributing finalized agenda.
- Monitors progress of departmental assignments, ensuring that responses are timely and in accordance with established office and department policy and procedures
- Coordinates vacation schedules among other support staff to ensure that adequate secretarial coverage is provided
- Performs some secretarial tasks for members of various committees as assigned or requested
- Performs secretarial and administrative tasks instructed by Sr. Management and Close Supervisor (Manager) like transcribing minutes, scheduling meetings, preparing informational material and reviewing needed documentation for clarity and completeness
- Performs special and confidential assignments as required
- Assists in the general handling of GoC's events and activities
- Trains other subordinates for Executive Management's office and mission to get team spirit and job done with effectiveness and efficiency

**Job Description**

- Manages functioning of Executive Management's Secretariat Office and overall activities which will include the following matters – must be efficient and effective

- Performs all executive secretarial tasks for Executive Management including transcribing and proofreading confidential correspondence, preparing reports and minutes of meeting, scheduling appointments and maintaining confidential files and other essential material
- Uses automated office systems to prepare letters, memorandum and reports
- Screens complaints and enquires from subordinates, public officials, the press and the general public addressed to the Executive Management, gathers appropriate material to respond to routine inquires and routes more complex inquires along with support documentation to department staff as appropriate
- Coordinates and directly supervises the activities of the Executive Management's Secretarial and some staff members who was assigned by EOM to ensure equitable distribution of workload, adequate telephone coverage during absences, office protocol and information flow among departmental staff, processes records and forms, requisition office supplies, and performs other administrative support procedures for effective office management
- Maintains correspondence, agreements, reports, project files and keep such all files up-to-date, ensuring that material is property marked and accessible for immediate use,
- Coordinates all travel arrangements for the Executive Management etc
- Participate sailing, GoCs' related matters, events and activities as instructed by Executive Office Manager

**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 Business Management / any Graduated, or another subject plus post-graduate or professional qualification in Management
- Understanding of Oil Industry related operations

#### **Special Skills**

- Detail knowledge and understanding of business practices relating to Secretarial tasks but not limited to
- Good Command of both written, typed and spoken Myanmar/ English
- Ability to maintain high level of confidentiality
- Be flexible and respectful, honest and trustworthy
- Meet strict timelines and perform multiple tasks
- Have effective stress and time management skills
- Work independently and organize complex clerical tasks
- Good editing and proofreading skills
- Work harmoniously with individuals and groups of employees
- Must be flexible enough to work overtime if needed
- Good computer skills (MS office suite applications)
- Highly developed leadership skills, particularly related to communication, inter-personal skills / influencing, decision making, customer service
- Quick learner

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](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.