



JOB VACANCY # 005/20
Corporate Affairs Associate

Date: 18 December 2020

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 : Corporate Affairs Associate
Submission Deadline : 31 December 2020
Department : Corporate Affairs
No. of Position : 1 position
Probation Period : (3) Months
Start Date : As soon as possible
Reporting to : Corporate Affairs Manager

Job Summary

Corporate Affairs Department works closely the Executive Management Team at MPRL E&P and supports various aspects of the business. The incumbent will support the Corporate Affairs Manager and Senior Corporate Affairs Officer to help plan, implement, and manage work streams supporting MPRL E&P's long-term strategy, corporate goals, and targets. The incumbent will work with a high level of attention to detail and discretion. Occasional travel to project sites is required.

Job Description

1. Assist in collecting data and insights from all business functions across MPRL E&P.
2. Digest/synthesize information and write/edit executive communication materials (internal/external reports, power points, executive summaries, abstracts, briefing notes, meeting minutes, etc.) in multiple and audience-appropriate formats.
3. Work closely with the Senior Corporate Affairs Officer in assessing and analyzing best practices and gaps in business performance and identify areas for improvement across the business.
4. Support in organizing meetings, trainings, workshops, town halls, and prepare meeting minutes, internal and external reports as required.
5. Conduct literature reviews and background research necessary to develop meaningful tools.
6. Provide administrative support as required.

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.

Key Performance Indicators:

- Assisting Corporate Affairs Manager and Senior Corporate Affairs Officer in planning and data collection for Goal Setting Workshops every fiscal year.
- Planning and organizing Corporate Town Hall Meetings twice a year and facilitating staff engagement sections in MFO and MYO.
- Designing and organizing Mid-year and Year-end Reflection Workshops with Heads of Department, Assistant Heads of Department, and other colleagues every year.
- Content preparation and data collections for Yearly Timeline for departmental goals and milestones and Summary of Year-end Performance for every fiscal year.
- Content preparation and data collections for occasional courtesy calls with government entities and preparing corporate materials for public events and meeting with external stakeholders.

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

1. University degree
2. At least 1 year of relevant experience
3. Project management and/or oil and gas industry experience is an asset

Special Skills

1. Excellent communication in written and spoken English
2. Excellent verbal and written communication skills and the capability to manage information and data on multiple levels
3. Well-developed organization and multi-tasking skills and the ability to be flexible and work well independently under pressure in a fast-paced environment with changing priorities and circumstances
4. Ability to think strategically, weigh issues, and recommend effective solutions
5. Demonstrated skills in facilitation, diplomacy, conflict resolution, and public speaking
6. Well-developed problem solving and analytical skills
7. Proactive initiative taking
8. Computer literate and ability to type in English and Myanmar

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 : career@mprlexp.com

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