



MPRL E&P Pte Ltd.

JOB VACANCY # 003/25

CSR Associate

Date: 03 July 2025

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	: CSR Associate
Submission Deadline	: 18 July 2025
Department	: CSR & Communications
No. of Position	: 1 position
Probation Period	: (3) Months
Start Date	: As soon as possible
Reporting to	: CSR Officer

Job Summary

The Corporate Social Responsibility (CSR) Associate plays a key role in supporting the development, implementation, and management of CSR initiatives that align with the organization's values and strategic objectives. This role includes collaborating with cross-functional teams to drive community engagement, sustainability efforts, and social impact programs.

Duties & Responsibilities

- Act as the focal point for managing the Operational Grievance Mechanism (OGM), improving its performance, and reporting on its effectiveness.
- Strengthen the capabilities of Village Development Committees and start-up groups to enhance community management skills and support livelihood opportunities.
- Assist in the planning, implementation, and evaluation of CSR initiatives and projects.
- Organize program appointments, maintain background information, and facilitate follow-up actions to ensure timely execution of initiatives.
- Maintain accurate records of program activities and engagements for monitoring and evaluation purposes, ensuring compliance with established standards and procedures.
- Conduct needs assessments and surveys to evaluate the impact of company activities on stakeholders and the environment.

- Collaborate with internal teams and external partners to promote CSR initiatives and secure buy-in.
- Coordinate outreach initiatives to enhance community relationships and promote a positive organizational image.
- Oversee logistics and planning for CSR activities, ensuring smooth execution of events, workshops, and meetings.
- Contribute ideas and feedback for enhancing CSR strategies and community engagement efforts.
- Coordinate the translation, proofreading, and editing of documents as required.
- Support communication with key stakeholders regarding environmental, social, and governance (ESG) performance.
- Identify and collect success stories from CSR interventions to highlight the organization's social impact.
- Assist in creating engaging materials that effectively communicate program objectives and initiatives and manage logistics to facilitate successful event delivery.
- Contribute to the preparation of comprehensive status and progress reports to track program effectiveness.
- Prepare correspondence for routine matters, including drafting minutes and summary notes for key meetings.

Periodically, the employee may be expected to perform assigned duties and tasks not covered in his job description as well as to provide support to other departments when necessary.

Minimum Qualifications:

Required Knowledge/Skills/Abilities (KSAs):

- Good organization and administrative support skills with attention to detail.
- Working knowledge of general office equipment
- Proficiency in Microsoft Office Suite and other relevant software.
- Comfortable with routinely shifting demands

Education and Experience:

- Bachelor's degree in any discipline
- Minimum 3 years of program administration in fast paced environment

Professional Certifications:

- Optional but beneficial certifications and training courses in communications, digital marketing, or media relations

Success Factors:

- Approach interactions with a helpful and positive attitude, even in challenging situations.
- Detail-oriented with a focus on accuracy and quality.
- Proactive and capable of managing multiple priorities.
- Handle sensitive information with discretion and ensure data privacy and security.
- Effectively coordinate with staff at all organizational levels.
- An effective team player, contributing to a cohesive and productive work environment.

- Ability to multi-task in a busy office environment
- Ability to work collaboratively with diverse teams and stakeholders
- Work under pressure and manage multiple priorities
- Ability to work collaboratively in a team environment.
- Applying emotional intelligence in a professional setting.
- Professional telephone and email etiquette

Key Interfaces:

- **Internal Stakeholders:** Heads of Departments, Team Leads, Supervisors, Employees
- **External Stakeholders:** Government Agencies, Community Groups, Local Partners, Non-Governmental Organizations (NGOs), Village Administration, Community-based volunteers, Incentive-based CSR support personnel

Key Performance Indicators (KPIs):

- **Timeliness of Support:** Timeliness in completing administrative tasks and special assignments. **Target:** 90% completion on or before deadlines.
- **Quality of Program Coordination:** Effectiveness of coordination efforts, measured by the smooth execution of program activities and events. This includes feedback from team members and stakeholders regarding the coordination and support provided. **Target:** *100% adherence to the scheduled execution of programs and events.*
- **Data Collection and Analysis:** Accuracy and completeness of data collected for program evaluation, along with timeliness in providing data and insights for decision-making. **Target:** *95% accuracy in data collection and reporting.*
- **Stakeholder Engagement:** Effectiveness in managing stakeholder communications and relationships. **Target:** *A minimum of 72 meaningful interactions annually.*
- **Problem-Solving and Adaptability:** Flexibility and effectiveness in adapting to changing program needs and priorities. **Target:** *Response within 24 hours, with an 85% resolution rate for identified issues*

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 : career@mprlexp.com

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