



Myint & Associates Offshore Supply Base Ltd.

မြင့်အင် (န်) အဆိုစီရိတ် (စ်) ကမ်းလွန်ဝန်ဆောင်မှုလုပ်ငန်းလီမိတက်

Job Vacancy - VA # OSB 05/19

Myint & Associates Offshore Supply Base Limited (M&AOSB) is a privately owned specialist service provider poised to deliver a comprehensive suite of operational and specialist technical service solutions to the oil and gas industry in Myanmar. Founded in 2017, M&AOSB is a member of the MPRL E&P Group of Companies, which focuses on creating value within the energy, telecommunications, and property development sectors of Myanmar and driving progress in the nation. M&AOSB is set to grow as we pursue business opportunities to support oil and gas exploration and production offshore Myanmar. M&AOSB is seeking applications from dynamic and highly motivated candidates for the following post:

Job Title	: Creative Officer	Job Grade	: (6)
Department	: Corporate Affairs	No. of Position	: 1 position
Reporting to	: Corporate Affairs Manager	Probation Period	: (3) Months

Job Summary

The Creative Officer will generate creative content to communicate the company's environmental and social management frameworks and performance to internal and external stakeholder groups. The incumbent will have strong knowledge of and demonstrated experience with communications approaches and methodologies. The incumbent should have the ability to understand the "big picture" and offer creative solutions to address stakeholder interests and in support of company strategies and objectives. The incumbent will get hands-on training to the MPRL E&P Group of Companies' approach to environmental and social management in other assets. This position requires travel to remote project sites as necessary.

Job Description

- Create engaging content and other messaging consistent with the company's strategies and objectives
- Develop and execute campaigns across all channels, including at the field level and on social media, website, etc.
- Generate fit-for-purpose IEC materials, presentations, annual reports, executive summaries, and other communications materials in multiple and audience-appropriate methods
- Coordinate closely with departmental team members and cross-functionally (design team, etc.) to solve strategic problems
- **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

- University Degree
- At least 3 years of relevant experience

Special Skills

1. Ability to effectively communicate orally and in writing
2. Good command of English and Myanmar languages
3. Ability to work well independently and as a team
4. Knowledge of computer applications including MS Office and Powerpoint
5. Investigative and problem solving skills

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.

Interested candidate are requested to submit an application letter with CV, relevant educational certificates and at least three references to Human Resources Department at M&AOSB.

Address : Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon, Myanmar.

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Fax : (95-1) 230 7744

Website : www.myintassociatesosb.com

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