



Myint & Associates Offshore Supply Base Ltd.

မြင့်အင် (န်) အဆိုစီရိတ် (ဖ်) ကမ်းလွန်ဝန်ဆောင်မှုလုပ်ငန်းလီမိတက်

Job Vacancy - VA # OSB 03/19

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 : Program Officer (DME) Job Grade : (6)
Department : Corporate Social Responsibility No. of Position : 1 position
Reporting to : Corporate Affairs Manager Probation Period : (3) Months

Job Summary

The Program Officer will support a full spectrum of corporate social responsibility work programs through design, monitoring, and evaluation (DME) by leading all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish. The incumbent will acquire knowledge of the MPRL E&P Group of Companies' approach to CSR through hands-on training in other assets. The incumbent is expected to travel to project areas as required.

Job Description

- Lead the design and implementation of baseline surveys, KAP surveys, public opinion surveys, etc. as well as follow-on analysis and reporting.
- Undertake participatory impact assessments, lessons learned, and implement continuous improvements.
- Develop and maintain effective information database on projects providing resource and necessary support for program inputs and outputs.
- Work closely with team members to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data.
- Facilitate documentation and reporting of assessments, program data, lessons learnt, and best practices for internal and external sharing
- **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

1. University degree
2. 3+ years experience in CSR's Design, Monitoring and Evaluation

Special Skills

1. Strong computer skills, including database management applications
2. Developed analysis, synthesis, and problem solving skills
3. Demonstrated organizational and time management skills with the ability to prioritize workload
4. Excellent business writing and English language 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.

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