



Myint & Associates Offshore Supply Base Ltd.

မြင့်အင် (န်) အဆိုစီရိတ် (စ်) ကမ်းလွန်ဝန်ဆောင်မှုလုပ်ငန်းလီမိတက်

Job Vacancy - VA # OSB 02/2020

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	: Community Development Coordinator	Job Grade	: (5)
Department	: CSR	No. of Position	: 1 position
Reporting to	: Sr. Community Development Officer	Probation Period:	(3) Months

Job Summary

Responsible for to support Sr. Community Development Officer in executing a full spectrum of CSR work programs, which include engaging key project stakeholders through formal public consultations as well as regular engagements, identifying needs and concerns of project stakeholders, developing and managing participatory community investment initiatives, and monitoring and evaluation of work programs. The incumbent will acquire knowledge of the MPRL E&P Group of Companies' approach to CSR through hands-on training in other assets.

Job Description

- Support participatory workshops with external stakeholders, including but not limited to government, civil society, communities, and organizations of strategic interest to M&AOSB
- Support the development of stakeholder engagement planning and coordination
- Support in designing and implementing household surveys, developing survey questionnaires, and focus group discussion guides
- Analyze qualitative and quantitative data and report findings
- Support participatory impact assessments, lessons learned, and implement continuous improvements
- Prepare stakeholder meeting reports, and record and update stakeholder list and documentation of Grievances cases
- Maintain budget and track expenditures/transactions
- Support field team for administration related activities.
- to travel to project areas 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.**

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

1. University degree in a relevant field
2. 3+ years of experience of managing projects in the extractive industry or non-profit sector
3. Experience of managing and supporting people

Special Skills

- Demonstrated skills in facilitation, public speaking, and trainings to a wide range of audience
- Demonstrated organizational and time management skills with the ability to prioritize workload
- Excellent business writing and English language skills
- Knowledge of computer applications including Word, PowerPoint, and Excel
- Investigative and problem solving skills

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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