



# Myint & Associates Offshore Supply Base Ltd.

မြင့်အင် ( န် ) အဆိုစီရိတ် ( စံ ) ကမ်းလွန်ဝန်ဆောင်မှုလုပ်ငန်းလီမိတက်

## Job Vacancy

### Program Coordinator

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 Coordinator
Job Grade	: 5
Department	: Corporate Social Responsibility
No. of Position	: 1 Position
Probation Period	: 3 Months
Submission Deadline	: 31 July 2017
Reporting to	: Monitoring & Evaluation Team Leader

### Job Summary

The Program Coordinator will support the Program Officer, Corporate Social Responsibility, and execute 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. The incumbent is expected to travel to project areas as required.

### 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



# Myint & Associates Offshore Supply Base Ltd.

---

မြင့်အင် ( န် ) အဆိုစီရိတ် ( စ် ) ကမ်းလွန်ဝန်ဆောင်မှုလုပ်ငန်းလီမိတက်

## Special Skills

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

## JOB DESCRIPTION

- Facilitate 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 tools including fact sheets, brochures, photos, website content, newsletters, etc.
- Develop community capacity building plan with clear KPIs and targets and deliver trainings.
- Support the Program Officer in designing and implementing household surveys, developing survey questionnaires, and focus group discussion guides. Analyze qualitative and quantitative data and report findings.
- Execute participatory impact assessments, lessons learned, and implement continuous improvements.
- **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.**