



## VACANCY ANNOUNCEMENT

**Myint & Associates Co., Ltd.**  
No. (623), Pyay Road, Kamayut Township

Phone: 01 2307722

email : [su.m.win@myintassociates.com](mailto:su.m.win@myintassociates.com), [phyu.p.aung@myintassociates.com](mailto:phyu.p.aung@myintassociates.com)

**HSE Officer                      Male (01) Post**

### **Minimum required knowledge & experience**

#### **Education / Experience**

- University Degree in Safety, Environmental, Petroleum, Mechanical, Electrical, Chemical, Construction or related field;

#### **Special Skills**

- International experience and oil & gas experience is preferred;
- Well-developed interpersonal skills and the ability to communicate effectively, both orally and in writing (Myanmar and English) are also required.

#### **Principal Accountabilities / Responsibilities:**

- Develop all necessary Auditing plan and implementation
- Execute the HSE management system including safety procedure, instruction, HSE plan and / or other project.
- Report HSE concern and HSE issue on site
- Coordinate all the site HSE activities and between other projects
- Prepare the HSE statistics reports, HSE reports (Weekly, Monthly and annually) and submit to management
- Prepare weekly report, CARE card report with tracking system and other audit report on regular basis.
- To prepare bidding document which may include survey questionnaires for submitting to clients
- Carry out inspection and report for safety audits for site operation activities
- Provide HSE induction, HSE training and coaching for site personnel including contractor, subcontractor, and other stakeholders.
- Assist site team in term of developing the required risk assessment for site activities
- Assist the site team and management investigating the root causes of near miss, incident, and /or accident on site.
- Supporting the site team in emergency response and provide guidelines in order to execute the response plan
- Ensure that all the spot hazards area are identified and alerted by adequate information like safety signs, poster and toolbox talk.
- Prepare presentation for monthly safety meeting and monthly management meeting
- Provide support to project managers and site teams for the duration of any projects
- Develop HSE training plan and carry out HSE training for catering team and staffs

Candidates who meet the respective requirements should send their applications, describing details of qualifications & work experience to-date with contact phone numbers and mailing address, attached with copy of educational / professional certificates, copy of Labour Registration Card, National Registration Card, and Census Copy, original of Testimonial from police station to above address by 31.01.2018.