



Myint & Associates Co., Ltd.

Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon.

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JOB VACANCY

Health, Safety and Environment Coordinator (Expatriate)

Date: 30 October 2019

Myint & Associates Co., Ltd. (M&AS) is the first privately owned Myanmar Company to conduct businesses as a service provider in the oil & gas industry of the country since 1989. Since its establishment, the company has proven itself not only as the leading service provider, but also as a specialist service contractor for a broad range of services, specifically tailored to meet the requirements of international oil companies and their main contractors operating in Myanmar. Myint & Associates Co., Ltd. (M&AS) is now seeking application from dynamic and highly motivated candidates for Manpower Services as the following position:

Job Title : HSE Coordinator (Expatriate)
Department : Healthy, Safety and Environment
No. of Position : 1
Job Location : Resident Assignment

Job Summary

Under the supervision of HSE Manager to act as liaison between field operations and office ensuring the Company's HSE policies, standards and best practices implemented and maintained assuring the safety of personnel, company, the environment and community.

Job Description

- Support the HSE Manager and team with Planning, Coordinating and Implementing Company's HSE Policies, Guidelines and Procedures to ensure that the department objective are met
- Provide support to Project and Operation teams in all aspects of Safety, Occupational Health, and Environmental Issues
- Perform regular HSE Audits and Inspections in the areas of operations
- Assist in developing HSE IMS Documentation to comply with Company Requirements
- Ensure proper maintenance and cascading of the Emergency Response Plan, ensuring all main Contractors (and Sub-Contractors) are mapped and included in the ERP and supporting both Field Operations and Head Office in Emergency Management
- Support in the Company's HSE Training and Awareness Initiatives, Identifying Needs and Conducting Dedicated Training and Orientation Sessions

- Participate in any process of Accident Investigation, Preparing a Dedicated Report and Identifying Lessons Learnt
- Collect and consolidate data for HSE Statistics and Reporting, Respecting Deadlines and Ensuring Quality check from Site Data
- Engage and interact with main contractors HSE Representatives (both on site as in Yangon) to Identify Potential Gaps and Create Synergies to close them
- Support HSE Supervisors in the development of work site HSE campaigns and good practices
- Identifies hazards and potential risks and assist operations staff with eliminating or mitigating those hazards
- Assist in ad-hoc HSE Tasks/ Projects as required

Minimum Required Knowledge & Experience

Education / Experience

- Bachelor Degree in Engineering, Environment, OH&S as a minimum
- Minimum 5 years of relevant experience in HSE, preferably in Oil and Gas Operation and/ or Construction
- Knowledgeable in ISO 9001, ISO 14001 and OSHA 18001, ISM, ISPS Standards and HSE Management Systems
- High level of Professional and Personal Integrity
- Good Degree of Computer Literacy in Microsoft Office Platform (Excel, Word and Power Point)
- Familiar and Conversant with Permit to Work Systems
- Experience in incident investigations and root cause analysis
- Proficient in Risk Assessment/ Hazid/ Hazop
- Fluent in English (Spoken and Written)

Required Personal Capabilities

- Strategic Thinking
- Analytical Skill
- Communication
- Decision Making
- Problem Solving
- Team Oriented
- Able to work independently
- Strong Passion in HSE

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, Census copy and original of Testimonial from Police Station to above address by 15 November 2019.

Please note that only shortlisted candidates will be contacted.