



## **Myint & Associates Co., Ltd.**

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

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### **JOB VACANCY**

#### **Health, Safety and Environment Logistics Base Supervisor**

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 Logistics Base Supervisor  
Department : Healthy, Safety and Environment  
No. of Position : 1  
Job Location : Field Assignment

#### **Job Summary**

Responsible for implementing and monitoring site-specific health, safety and environmental issues at the job site. This includes but is not limited to: Risk Management Activities, Industrial Hygiene, Applicable Report Writing, Industrial HSE Compliance Auditing, Emergency Response, HSE Training, HSE Program Development, Incident Investigation and Data Trending and Analysis.

#### **Job Description**

- Support the Field Operations in implementing Company's HSE Policies, Guidelines and Procedures to ensure that the department objectives are met and no incidents accidents occurs
- Conducts regular inspections, safety audits/ visits and hazard assessments of Work Locations, Work Groups and Individuals at the Job Location
- Identifies hazards and potential risks and assist operations staff with eliminating or mitigating those hazards.
- Provides Training and Mentoring in HSE related topics to Contractors and Sub-Contractors as needed
- Provides support to Project and Operation Teams in all aspects of Safety, Occupational Health, and Environmental Issues
- Advise on setting up the improvement action for Operation HSE Management of Site Operations

- Collects data for HSE Reporting
- Ensures accident and incident immediate Investigation & Reporting
- Perform regular HSE Audits and Inspections in the areas of operations
- Engage and interact with main contractors HSE Representatives
- Ability to interpret and effectively communicate, and make corrections when needed, Technical Documents such as Job Safety Analysis to workers, visitors and any other appropriate personnel
- Coordinate Site HSE Inductions and Trainings
- Inspect, identify, and address safety concerns on land Drilling Rig
- Familiar with Safety Lifting Operations
- 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

- Occupational Health and Safety Degree, Diploma, Bachelor Degree in Engineering as a Minimum
- Minimum 5 years of relevant experience in HSE and at least 3 of Supervisory Experience, preferably in Oil and Gas Operation and/ or Construction
- Familiar with Drilling Operations
- 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
- Proficient in Risk Assessment/ Hazid/ Hazop
- Fluent in English (Spoken and Written)

##### Required Personal Capabilities

- Strategic Thinking
- Analytical Skill
- Communication
- Demonstrate Sound Work Ethics
- Problem Solving
- Team Oriented
- Effective Organizational Skills
- Stress Management Skills
- 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.**