



**MPRL E&P Pte Ltd.**

**JOB VACANCY # 005 / 26**

**Communications Associate**

Date: 07 July 2026

MPRL E&P is privately owned, independent oil and gas exploration and Production Company with interests in both onshore and offshore Myanmar. Founded in 1996, we are now at an exciting stage in our development as we evolve to take advantage of new business opportunities, consolidate our successes to date and collaborate with other major E&P companies to progress new projects. MPRL E&P is seeking applications from dynamic and highly motivated candidate for the following post:

Job Title : Communications Associate  
Submission Deadline : 17 July 2026  
Department : CSR & Communications  
No. of Position : 1 position  
Probation Period : (3) Months  
Start Date : As soon as possible  
Reporting to : Communications Officer

**Job Summary**

The Communications Associate is responsible for assisting in the development, execution, and management of internal and external communication strategies that align with the organization's corporate goals and values. This role involves creating compelling content, designing visual materials, and supporting Corporate Reporting to highlight the company's operational milestones and sustainability initiatives. The Communications Associate crafts impactful narratives, manages digital communication platforms, and ensures strict consistency in corporate branding. This position requires strong writing skills, an enthusiastic understanding of design principles, a creative mindset, meticulous attention to detail, and a steadfast commitment to fostering transparent stakeholder engagement while enhancing the company's corporate reputation.

**Duties and Responsibilities:**

- Assist in drafting, editing, and publishing internal and external corporate communications, including newsletters, press releases, memos, and website copy.
- Design, format, and produce compelling visual materials, including infographics, presentations, and corporate reports, ensuring alignment with brand guidelines.
- Document and communicate the impact of community investment initiatives across operating assets to support CSR goals.
- Produce progress reports and keep track of schedules to ensure deadlines are met.
- Manage online content through a variety of multimedia platforms.
- Coordinate with external vendors and print agencies for the production of corporate merchandise, and publications.

- Maintain a centralized, organized database of communication assets, including photographs, video footage, logos, and media clippings.
- Conduct research on communication trends, audience preferences, and industry best practices to improve departmental outreach and messaging.
- Support the CSR & Communications Department in organizing events, and awareness campaigns.

**Periodically, the employee may be expected to perform assigned duties and tasks not covered in his job description as well as to provide support to other departments when necessary.**

### **Minimum Qualifications:**

#### *Required Knowledge/Skills/Abilities (KSAs):*

- Proficiency in Microsoft Office Suite.
- Strong copywriting, editing, and proofreading skills in both English and Myanmar.
- Solid understanding of corporate communications, digital media management, and brand compliance.
- Strong project support skills, with the ability to manage multiple publication deadlines simultaneously.
- Demonstrated ability to build and maintain relationships with internal departments to gather stories and data.
- Able to travel to project locations as needed to gather on-the-ground stories, conduct interviews, and capture media assets.
- Possess a flexible approach to working hours, with the readiness to support the team during major corporate milestones and peak operational periods as needed.

#### *Education and Experience:*

- Bachelor's degree in English, Communications, Public Relations, Journalism, Marketing, Media Studies, or a related field.
- Minimum three years of experience in corporate communications, public relations, or a related field is required.
- Experience with digital communications is helpful.

#### *Professional Certifications:*

- Certificate in Digital Marketing, or Public Relations (preferred)

### **Success Factors:**

- Maintains accuracy, transparency, and strict alignment with the organization's brand guidelines and values in all communications.
- High level of creativity and an eye for visual design and impactful storytelling.
- Displays agility and strong problem-solving skills, especially when working under tight publication deadlines.
- Commitment to confidentiality and handling sensitive corporate information appropriately.

- An effective team player, contributing to a cohesive and productive work environment.
- Ability to work under pressure and manage multiple communication priorities.
- Good communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders.

**Key Interfaces:**

**Internal Stakeholders:** Cross-functional HoDs, GoC Team Leads, Supervisors, Employees

**External Stakeholders:** Print and Merchandise Vendors, Government Agencies, Community Groups, Non-Governmental Organizations (NGOs)

Interested candidates are requested to submit an application letter with CV, relevant educational certificates and at least three references to Human Resources Department at MPRL E&P Pte, Ltd.

Address : Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon, Myanmar.

Tel : (95-1) 230 7733 – 35

Fax : (95-1) 230 7744

Website : [www.mprlexp.com](http://www.mprlexp.com)

Email : [career@mprlexp.com](mailto:career@mprlexp.com)

Please note that applications received after deadline will automatically be discarded and only short listed candidates will be contacted.