

JOB ANNOUNCEMENT FOR LAO NATIONAL ONLY



MAG is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their gender, disability, ethnicity or religious belief.



MAG has been working in Lao PDR since 1994 and delivers responsive and impact driven solutions that enable people affected by Unexploded Ordnance (UXO) to develop their futures in a safer environment. This is achieved by mitigating the effects that UXO have on livelihoods, health and economic and social development of the communities and people in the provinces of Xiengkhouang and Khammouane.

GIS Mapping officer (GISMO)

01 positions based in Xiengkhouang Province (6 Months fixed-term contract, Subject to funding availability)

Job Purpose:

The GIS Mapping Officer is responsible for the GIS data and field reports to the computerised data management system in the provincial office. Operation Data Daily update by GIS and support Mapping to operation Team as required.

Responsibilities:

- Ensure that comprehensive data capture is being maintained
- Supervise to Conduct IMSMA historical /data analysis or GIS projects as required
- Support new systems (OMIS) in Province level
- Responsibilities for information coordinator in Province level.
- Ensuring that up-to-date GIS mapping and data is available to the provincial management team.
- Co-operate and assist IM Manager in summarizing of available data when requirement
- Ensure the back-up of the GIS Mapping and restore GIS projects into Geo database and maintained hard copies in the provincial office.
- Provide effective support GIS Mapping to the provincial planning of field activities, Clearance-Technical survey, and reporting.
- Provide effective support to the development of provincial operational annual work plans
- Provide effective support to the reporting GIS Mapping requirements of the Provincial Operations Manager and the Provincial Programme Manager.
- Daily update Grid Boxes Area Clearance and Technical Survey in Arc Map
- Prepare task maps for Operation teams as needed, including BAC & CHA Create Polygon
- Support the development of the provincial GIS Mapping Data Base as required.
- Create specific GIS data and Mapping as required & Produce overview maps
- Monthly basis reporting to Line manager

Requirements and Qualification

Essential Qualifications

- Relevant University Degree or Diploma
- Good knowledge of IMSMA, Arc Map, IT and mapping programmes
- Good understanding of information management issues
- Ability to problem solve in data provision and analysis
- Fluent in Lao and English languages
- High level of honesty and integrity
- To be Honest and adaptable.
- Respect MAG internal policies and requirement
- Teamwork oriented

Essential Experience

- Excellent computer skills Data base and mapping
- Ability to multitask and work independently and collaboratively to meet deadlines
- Understanding Process about UXO technical working in the field
- Understanding UXO Completion Reporting

Essential Skills and Knowledge

- Good communication and interpersonal skills.
- Good skills to work as a team
- Good skills to solve problems in a timely manner

Essential Aptitude

- Able to meet deadlines and work under pressure
- Excellent computer skills for Data analytic
- Good judgment, resourcefulness, and ability to problem-solve

Terms and Conditions

MAG Lao PDR offers a professional work environment, a competitive monthly salary and benefits, and opportunities for training and promotion through our professional development policy.

Application procedure for the positions

Please apply through this link

<https://forms.gle/GYw8oaFgdi8d8ihM9>

Any inquiries please contact **021 251 849/ 252 004**.

The closing date for applications is 4.00pm, date: 30 April 2025.

Late applications will not be accepted. Only short-listed candidates will be contacted for interview.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing)**, if you have any concerns in this area these should be reported to safeguarding.la@maginternational.org