

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.

Provincial Human Resources Officer

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

Job Purpose:

The Human resources officer is the HR focal point for the Xiengkhouang office, completing administrative duties for the human resources department as well as collecting and appropriately sharing information on HR-related issues. These duties might include assisting HRC with recruiting efforts, maintaining employee records, conducting new hire orientations, advising on leave, insurance, performance management and disciplinary issues, and being the first point of contact on safeguarding staff

Responsibilities:

Recruitment and Selection

- Assist HRC on recruitment and selection service to managers across the programme ensuring that is followed the recruitment process.
- Assist HRC on administrative tasks associated with the recruitment and selection process including posting adverts, scheduling and arranging interviews and selection exercises.
- Responsible for timely communication with all candidates including notifications to unsuccessful candidates and assisting preparation of offer paperwork, contracts of employment and any relevant new starter documentation
- Registration for new hire on Social Security (SSO), health and welfare plan and acting as a liaison between employees and SSO
- Ensure that pre-employment checks take place, including references and medical and that all necessary paperwork is received from new staff.
- Prepare all HR paper works for new hire

HR Administration and Timesheet Reporting

- Assist HRC to tracking on timesheets from the field to VTE by 18th of each month.
- Draft a variety of contractual and non-contractual correspondence for employees, including probation, annual increments, contract extensions, leaver letters, and disciplinary documents.

- Assist HRC to prepare the personnel files with accurate and up to date.
- Leave Monitoring: maintain absence and holidays records for all staff and ensure that copies of relevant correspondence are kept on individual personnel files.
- Assist in performance management process and coordinate on staff training
- Ensure personal information are up to date on HR cabinets, filing, packing, moving old file to the storage
- Responsible for the other duties as assigned by line manager.

General

- The post holder might be required travelling to remote areas and/or MAG's office in Vientiane Support the HRC with the completion of other HR project work
- Complete any other appropriate duties in response to the needs of the programme and position

Requirements and Qualification

- At least Higher Diploma or bachelor's degree
- Proven experience as HR function or relate to the field
- Be able to communicate with others in both Lao and English
- Be able to use Ms. Words, Ms. Excels and Power point
- Strong ethics and reliability
- Interpersonal skills, initiative, creative, quick learning and flexibility
- Ability to handle multiple works
- Teamwork oriented
- Outstanding organizational and time-management abilities.
- Strong ethics and reliability.

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/mi86sZTqPkZ3P8RD8>

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