

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.

Admin Officer 01 position based in Vientiane capital

Job Purpose:

The Admin Officer is responsible for ensuring the smooth running of an office on a day-to-day basis, manages 2x Office Cleaners. In coordination with Admin Coordinator; Office Manager and relevant head of departments for undertaking or arranging any or all of the following tasks. Responses to the telephone calls; documents registration and filing; keep the office in order and keeping documentation up to date as required..

Responsibilities:

Administration

- Be fully conversant with MAG administration and document procedures and guidelines.
- Line managed Office Cleaners: Ensuring the cleaners are clear with their role and responsibilities. Provide support to them as necessary and required.
- Arranged the cleaners' daily, weekly and monthly work schedules. Regular checking to ensure they are following and completing the list of daily, weekly and monthly tasks. Report to the OM if any concern is raised.
- Together with the Admin Coordinator (AC), provide support to the OM to book and arrange meetings as requested for the MAG through the NRA focus point and relevant authorities.
- Together with the AC, survey for the venue and organize the MAG event; workshop; training and budget development for each event as required.
- Supervised by the OM to organize MAG business cards for all senior managers.
- Provides support service and/or facilitates all senior managers making appointments with relevant authorities/partners as required.
- Distributes the documentations to /from relevant ministries and/or offices as assigned.
- Look after the printers and photocopy machines, office/international staff accommodation, equipment, furniture. This is to ensure that they are all in good condition, such as light bulbs and pipes etc. Assist the AC to complete lost/damaged report to Log team.
- Update the contact list of key government partners both, local and central levels.
- Provide MAG mobile phones and welcome package to MAG business visitors: Ensuring all MAG business visitors receive the MAG cell phones and welcome package on their arrival.
- Any other duties as requested by the OM, SMT member on their behalf.

Correspondence and Filing Management:

- Ensure all MAG letter-outs are registered, recorded, filed and delivered to the relevant government authorities and/or partners as required.
- Ensure all correspondences are registered, scanned (if a hard copy) and passed them on to the OM for the next step.

Stationeries/kitchen supplies/MAG T-shirt/Polo shirt Management:

- Ensure all stationery and kitchen supply items are managed through the stock card and report system. Provides stock monthly report to the relevant managers as required.
- Prepare the PRF for stationery and kitchen supply items to support the procurement processes.
- Ensure all MAG T-shirt/Polo shirt are managed through the stock card and report system.
- Together with the AOs in each location to develop the list of MAG staff and the size of T-shirt/Polo shirt. The AC/AO-VTE to issue T-shirt/Polo shirt through the AOs in provinces.
- Prepare the PRF for T-shirt and Polo shirt based on funding available and/or supervised by the SMT members.

General Office Management:

- Provides support to the AC on managing and monitoring of office equipment and furniture, ensuring they are clean and good working conditions and report any lost and/or damaged to the log team.
- Provides support to the cleaners on their daily and weekly work management.
- Monitor and evaluate the office guard's daily performance. Provides any feedback/recommendation to the OM and/or AC if any concern on their performance.

Travel/Accommodation Management:

- Together with the AC, conducting the survey to travel agencies and /or suppliers of the air ticket services. Provides information collected to the OM for the next step.
- Booking flight tickets/Amending flight reservations as required.
- Together with the AC, conducting the survey to hotels. Provides information collected to the OM for the next step.
- Booking hotels/Accommodation for MAG staff and business visitors as required.
- Liaison with Fleet team to arrange the transport for MAG staff and business visitors.
- Prepare Travel Authorization Form (TA) for Senior staff and ensure that the TA should be submitted to provinces before travelling date.
- Prepare per diem etc. for non-MAG staff (IMC) on MAG businesses event/visit.

Petty Cash Management

- Prepare and response for Petty Cash under 5,000,000 kip.
- Prepare payment services of Newspaper, Internet, Electric, Drinking water; Water supply, Telephone bill for VTE office, cell phone for senior international staff, Accommodation, Post Fee, Air-ticketing and etc.

Others

- Follow up explosive monthly report from provinces, and submit to NRA Office
- Print out MAG Monthly Report from Data Manager to the NRA.
- Welcome MAG business visitors.

General

Occasional travel maybe required in relation to attending MAG meetings, workshops, or events that take place either within the VTE or XKH and KHM provinces and must be available on call when required. This means weekends and outside of normal office working hours.

Requirements and Qualification**Essential Qualifications**

- At least diploma certificate in business administration and relevant field.
- Excellent written and spoken both Lao and English.
- Excellent attention to detail.
- High level of honesty and integrity.
- Willingness to learn and to grow with the organization.
- Respect MAG internal policies and requirement

Essential Experience

- Prior experience as an office assistant, office administrator, or handling administrative responsibilities in a related field.

Essential Skills and Knowledge

- Proficient computer skills, including Microsoft Office Suite (Word and Excel)
- Good communication skills

Essential Aptitude

- Team work orientation

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/6g7XjfnfGi9vVPUL6>

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

The closing date for applications is June 8, 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