

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 has on the livelihoods, health, and economic and social development of the communities and people in the provinces of Xiengkhouang and Khammouane.

Community Liaison Operations Support Officer (CL OSO)

01 position based Xiengkhouang province

Job Purpose:

The Community Liaison Operation Support Officer (CL OSO) provides administrative, logistical, and coordination support to the CL teams, contributing to the effective delivery of field activities. Provides high-quality Lao English interpretation and translation services for both technical and administrative purposes. Based in the Xiengkhouang office, the CL OSO regularly travels to field locations across the provinces to facilitate effective communication between local communities, staff, and stakeholders.

Main duties and responsibilities:

- Support day-to-day operational functions, including administration, logistics, and procurement.
- Facilitate effective communication between the Community Liaison Manager (CLM), team members, and office staff.
- Serve as a Lao English interpreter during conversations, presentations, trainings, live speeches, and voice recordings, ensuring clear, fluent, and accurate communication.
- Provide accurate translations of emails, reports, letters, presentations, and other relevant documents.
- Assist the CLM in organizing trainings, workshops, and field visits, including logistical arrangements and participant coordination.
- Support the quality assurance of translations conducted by other Operations Support Officers (OSOs).
- Adhere to MAG's support services procedures and guidelines.
- Comply with Community Liaison Standard Operating Procedures (SOPs).
- Accompany the CLM on field visits to other provinces where MAG operates.
- Represent MAG in meetings as requested by the CLM, TOM, or their delegates.
- Support external visits (e.g., donors, journalists, HQ staff, and personnel from other MAG programmes) as needed.
- Provide guidance on social and cultural considerations during field visits, trainings, or meetings with stakeholders (e.g., beneficiaries, authorities, or colleagues).
- Act as the authorized driver of the CLM's vehicle when required.
- Assist in maintaining and monitoring the condition and inventory of CL materials and stationery.

Requirements and Qualifications

Essential Qualifications

- Relevant diploma or bachelor's degree
- English language proficiency: an IELTS score of 6.5 in each section or a TOEIC score between 785-940 is desirable.
- Fluent in spoken and written Lao (standard and professional)

Essential Experience

- Previous experience in an administrative, operational, or logistics support role, ideally in a field-based or humanitarian/development context.
- Desirable experience in translation or interpreting or English language teaching

Essential Skills and Knowledge

- Strong knowledge of Microsoft Office tools (Word, Excel, PowerPoint) and familiarity with data collection platforms.
- Knowledge of local communities; actual inhabitants of target areas are preferred.

Essential Aptitude

- Strong organizational and problem-solving skills, with attention to detail.
- Ability to work effectively in a multicultural team and communicate across levels.
- Excellent communication skills.
- Excellent ability to work in team.
- Ability to establish and maintain effective working relationships with relevant stakeholders as necessitated by work assignments.

Equal opportunity and Safeguarding:

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 mobile phone/WhatsApp number **020 5558 2523**, and email: safeguarding.la@maginternational.org

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/Cd3SogPRnhvRU2x8>

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

The closing date for applications: before 4:00 pm of 27 May 2025

Late applications will not be accepted.

Only short-listed candidates will be contacted for interview.