

## 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.

### Data Analysis Technician (DAT)

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

#### Job Purpose:

The **Data Analysis Technician** is responsible for data analysis of historical **IMSMA** data during Non-Technical Survey (NTS), data preparation for NTS field survey work and liaison and coordination with field survey teams concerning NTS data. This is a specialized position that requires good analytical skill, IMSMA user knowledge and experience and a good understanding of the processes for NTS data analysis.

#### Responsibilities:

- Conduct data analysis and IMSMA data error correction on a village-by-village basis as per the survey work plan or in another priority order as provided by operations.
- Generate NTS spreadsheets for villages and save the NTS on the DAT's computer hard drive. The NTS should only be saved on the NTS village folder on Google Drive (GD) once it is complete.
- Check whether there is recent data that has been entered into IMSMA that is not yet shown on IMSMA Coordinate with the Information Manager (IM) about any information that may be pending approval.
- IMSMA data error edited and export XML to line manager
- Download electronic copies of all task reports listed on the spreadsheet and save them on the DAT's computer hard drive. Identify any tasks for which task reports are not available to download and note this in the NTS remarks column for further investigation.
- Search Provincial files for hard copies of task reports associated with the NTS village either not available to download or not yet recorded on IMSMA. This includes all area clearance (AC) tasks; all enhanced technical survey (ETS) tasks; and CM roving tasks (RT). Add details of tasks not on IMSMA. If there is not enough information on the hard copy to fill all details, copy for the field survey and investigation dossier.
- All data entries or corrections on IMSMA or forwarding of information to be included on IMSMA (missing electronic copies of reports for example) are to be sent to the IM. The IM will be responsible for the checking and forwarding of data to the NRA
- Data Entry History Data Analysis to Survey 123
- Verify Data all operators in Province for without overlapping area before conducting technical survey.
- Monthly basis reporting to Line manager
- Any other relevant tasks/duties assigned by line Manager/Operations Manager/TFM

## **Requirements and Qualification**

### **Essential Qualifications**

- Relevant University Degree or Diploma
- Good knowledge of IMSMA, Arc Map, IT and mapping program
- Good understanding of information management issues
- Ability to solve problems 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

### **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 solve problem

## **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/aYsTVLgza2rb2xxK7>

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

**The closing date for applications is 4.00pm, date: 01 June 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](mailto:safeguarding.la@maginternational.org)