

## 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.

### Logistics Officer

**01 position based in Vientiane Capital (6 Months subject to extension possibility)**

#### Job Purpose:

The Logistic Officer is responsible for undertaking or arranging any or all of the following tasks: new asset tagging and general asset tracking report, physical asset check, asset/equipment repair follow up, equipment maintenance/service, goods-equipment receipt and transfer to provincial Logistics team, filling and keeping Asset and Inventory documentation up to date, and support to Log department's duties' when and where requested

The Logistics Officer is line managed by the PLM (Procurement and Logistics Manager) and will work closely in coordination with the provincial Logistics teams in term of Asset/equipment and Store Inventory control of MAG all bases.

#### **Responsibilities:**

##### Asset /Equipment control

- Coordinate with the Logistics team in Vientiane and provincial bases to ensure all equipment and assets are registered, tagged, and recorded accurately and up to date.
- Update MAG asset tracker for all bases regularly with changes and submit for revision to PLM;
- Review MAG asset reports and support PLCs (Provincial Logs Coordinator)/ PLOs (provincial Logs Officer) /PLAs (provincial Logs Assistants) to ensure the actual asset list in the province are accurate at all times.
- Coordinate with PLCs/PLOs/PLAs to prepare monthly detectors reports to ensure accuracy and submit them on time to the PLM
- Label all new asset, equipment with reference codes and donor stickers for all bases in coordination with the provincial Logistics team
- Conduct physical asset count in VTE office, and coordinate with PLM, PLCs for asset count in the provincial base on a regular basis

- Support the asset-equipment transfer/ movement process to the provincial level and report any related transactions to the PLM.
- Maintain all Logistics documentation, ensuring that Equipment Transfer Forms/ Asset Handover form/ Lost and Damage reports are completed by the related teams and communicated effectively to the PLM, provincial Logistics team and related departments (HR-Finance etc.) for follow-up process.
- Support the PLM to arrange asset disposals process in VTE and other bases as and when required.

#### **Equipment repair/ service follow-up:**

- Ensure that all requests for repairs and replacements of materials/equipment/detectors are logged, properly documented and recorded then reported to the PLM, and processed efficiently and on time.
- Liaise with the repair suppliers/garages and PLC in Vientiane in the equipment repair /service paperwork
- Coordinate with the provincial Log team and other teams in receiving the broken equipment/tools to repair and send the repaired equipment back to the provincial base on time to adapt Operations needs and requirements

#### **Store management, goods receipt and delivery**

- Conduct physical stock count and inventory check in Vientiane office
- Control the Vientiane storerooms/containers and stock in transit- receive newly procured goods, issue GRNs, administer stock cards and stock reports.
- Together with LC, liaise with the suppliers regarding goods delivery status, delivery lead-time for proper receipt and goods inspection process
- Undertake QC assessment together with the LC upon goods receipt to make sure the goods received in correct standards as per requirements
- Ensure all received equipment and spare parts are logged with a "Goods Received Note."
- Coordinate and ensure smooth arrangement on goods purchased in VTE to be sent to the provincial Log teams on time and effectively with correct signed Equipment Transfer Forms; Equipment Hand-over Form.
- Liaise with Forwarding supplier in sending/transporting goods between VTE and other provinces/
- Liaise with the Fleet team or the external transport company for available transport goods/ equipment to the provinces; assist in packing, loading and unloading of equipment /goods during the transport.

#### **Report and other duties:**

- Update a weekly Logistics/Asset/goods receipt and transfer status to the line manager
- Update tasks progress on a weekly basis
- Support the LC in obtaining simple quotations and conducting small purchases upon request
- Together with Admin team do the equipment inventory check in Expats houses in VTE and support for staff's leaving arrangements/process as required.
- Ensure adequate support are provided to the Provincial Logistics team
- Support other departments when and where required
- Be able to cover some LC's duties when the LC is absent (upon request)
- Support any other Logistics tasks as delegated by the line manager

#### **General**

Occasional travel maybe required to Xiengkhouang and Khammuane provinces for team support.

### **Requirements and Qualifications**

#### **Essential Qualifications**

- At least a college diploma certificate in related aspects (Logistics, Store keeping/ Inventory, Business Administration)
- Teamwork oriented - being a good team player and a decent individual with little supervision needed.

### Essential Experience

- At least 2 years' experience in Logistics or Store control, inventory duties
- Preferred driving license possession
- Experience in Asset and Inventory cloud-based tracking applications will be an advantage

### Essential Skills and Knowledge

- Be able to communicate in English and have good communication skills in Lao.
- Computer literacy (Microsoft Word, Excel, Outlook, and Microsoft Teams are required).
- Good planning, negotiation, and organizational skills.
- Good time management skills.
- Be proactive at work, enthusiastic, and willing to learn new aspects.
- Be a good team player and a decent individual with little supervision needed.
- Pay close attention to details and commit to accuracy when updating related paperwork and systems.
- Ability to work in a dynamic and busy environment

### Essential Aptitude

- High level of honesty and integrity.
- Client orientation - works effectively well with other departments and relevant stakeholders
- Respect MAG internal policies and requirement

### 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/do46AMBUbSHukoU96>

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

**The closing date for applications is 4.00pm, date: 31 July 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)