

JOB ANNOUNCEMENT FOR (INTERNAL 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 Administration Coordinator

01 position based in Xiengkhouang Province

Job Purpose:

- To ensure the effective and efficient day-to-day administration and coordination of MAG's provincial office operations.
- To provide comprehensive administrative and logistical support to the Provincial Programme Manager (PPM) and all provincial teams, ensuring compliance with MAG's policies and procedures.
- To act as the main point of contact for staff, visitors, and local authorities, facilitating smooth communication, coordination, and operational support within the province.

Responsibilities:

1. Office Management and Coordination

- Oversee daily administrative operations of the MAG XKH Office.
- Ensure smooth coordination between administrative, support, and operational teams.
- Maintain an updated inventory of office assets, furniture, and landlord-provided items.
- Oversee maintenance, repairs, and general upkeep of MAG office and TFM compounds.
- Ensure adherence to fire safety, health, and occupational safety standards (serve as Fire Warden/Health & Safety Focal Point).

2. Administration and Logistics Oversight

- Coordinate lease agreements for offices, TFM compounds, VIC, and accommodations.
- Arrange and manage accommodation for MAG visitors, consultants, and staff on mission (hotel bookings, TFM share houses, etc.), ensuring comfort, safety, and cost-efficiency.
- Serve as the primary contact for any issues or needs arising during visitors' stays ensuring timely follow-up with hotels, landlords, or support staff to resolve problems effectively.
- Ensure visitor welcome, orientation, and logistical support (transportation, accommodation, and basic office assistance) are well-coordinated.
- Ensure timely renewals and compliance with landlord contracts and provincial regulations.
- Lead preparation of administrative budgets for meetings, workshops, trainings, IMC visits, and other provincial activities.

- Review and verify administrative expenditure and budget forecasts prior to submission to the PPM.

3. Liaison and External Coordination

- Serve as MAG's focal point with local government, DOFA, and partner agencies for administrative matters.
- Represent MAG in meetings at provincial, district, and community levels as delegated by the PPM.
- Support MoU and annual workplan preparation and ensure timely coordination with government authorities.
- Coordinate arrival and support for MAG delegations, including submission of official documentation to DOFA (passports, visas, travel permissions, etc.).
- Assist the PPM in coordinating with military authorities and preparing contracts related to explosive storage, ensuring compliance with MAG's safety and legal standards.

4. Reporting and Documentation

- Assist PPM in preparation and submission of monthly, quarterly, midterm, and end-of-project reports to the IMC and other partners.
- Supervise proper recordkeeping and archiving of administrative documents, lease files, inspection reports, and official correspondence.
- Review documentation prepared by the Provincial Admin Officer prior to submission.

5. Supervision and Team Support

- Supervise the Office Guard, ensuring safety and security procedures are implemented.
- Ensure the admin team provides responsive support to visitors, resolving accommodation or logistical issues promptly and respectfully
- Provide guidance and oversight to the Provincial Admin Officer on complex administrative tasks and coordination.
- Promote a collaborative and supportive working environment within the admin team.

6. Communication and Coordination with Other MAG Offices

- Maintain regular communication with Vientiane and Khammouan administrative teams to ensure consistency in procedure.
- Deliver and receive official documents to/from government offices, partners, and other MAG teams.
- Share updates on provincial administrative needs and challenges with HQ Admin and HR.

7. Other Duties

- Undertake any other tasks as assigned by the Provincial Programme Manager.

Requirements and Qualification

- Minimum Diploma or equivalent in Business Administration, Management, or related field.
- At least 2–3 years of experience in office coordination, logistics, or administration roles.
- Proven experience liaising with government authorities.
- Upper-intermediate English proficiency (written and spoken).
- Strong command of Microsoft Office (Word, Excel, Outlook).
- Demonstrated understanding of administrative operations and provincial-level coordination.
- Experience with budgeting and logistical support for meetings and events.
- Knowledge of Lao administrative protocols and documentation procedures.
- Excellent interpersonal and communication skills.
- Strong organizational, multitasking, and problem-solving abilities.
- High level of integrity, confidentiality, and accountability.
- Teamwork-oriented and adaptable to a multicultural work environment.

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/wvtsd24pFBxQr9Ui7>

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

The closing date for applications is 13 Nov 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