

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.

Provincial HR and Safeguarding Officer 01 position based in Khammouan Province

Job Purpose:

The Human resource and Safeguarding officer are the HR and SG focal point for the Langkhang office, KHM completing administrative duties for the human resources and Safeguarding departments as well as collecting and appropriately sharing information on HR and SG-related issues. These duties might include recruiting efforts, maintaining employee records, conducting HR, and Safeguarding inductions for new employees, advising on leave, SSO, performance management and disciplinary issues, and being the first point of contact on safeguarding staff.

Key Responsibilities:

1. Human Resource Tasks

Recruitment and Selection

- Responsible/support VTE HR team on recruitment and selection service to managers across the programme ensuring that is followed by the recruitment process.
- Responsible/support VTE HR team on administrative tasks associated with the recruitment and selection process including posting adverts, scheduling, and arranging interviews and selection exercises.
- Responsible for timely communication with all candidates including notifications to unsuccessful candidates and assisting preparation of offer paperwork, contracts of employment and any relevant new starter documentation.

HR Administration and Time Reporting

- Draft a variety of contractual and non-contractual correspondence for employees, including probation, annual increments, contract extensions, leaver letters, and disciplinary documents.
- prepare the personnel files for new starters and ensure that personal files and HR system are well maintained with accuracy and up to date.
- Leave Monitoring: maintain absence and holidays records for all staff and ensure that copies of relevant correspondence are kept on individual personnel files.
- Assist in Responsible for performance management process and coordinate on staff training.
- Monitor incident/accident cases in the province and report to line manager, and related department in the timely basis.

2. Safeguarding tasks

Safeguarding reporting:

- Support the management of reporting mechanisms at all levels and for those who come into contact with our work (including all staff at all locations, communities (with the CL team), partners and suppliers).
- Manage reporting mechanisms such as: suggestion boxes; receiving concerns in an empathetic way; and submit to SGM.
- Support the safeguarding focal points in programme, provide training and ongoing support.

Full job descriptions are available upon request

Requirements and Qualification

- At least a Higher Diploma or a bachelor's degree in human resources, Business Administration, or a related field.
- Minimum of 1–2 years of experience in human resources or a related area.
- Proven experience in HR functions or related work, with a strong interest in developing a career in human resources.
- Good communication skills in both Lao and English, including speaking, writing, and presentation abilities.
- Good computer literacy, particularly with Microsoft Office programs.
- Strong ethics, reliability, and a high level of self-motivation.
- Excellent interpersonal skills, initiative, creativity, quick learning ability, and flexibility.
- Ability to manage multiple tasks and work effectively under pressure.
- Strong teamwork skills and the ability to work collaboratively with diverse colleagues.
- Ability to work effectively with people at different levels and in cross-cultural environments.
- Understanding of NGO operations and a genuine commitment to humanitarian principles.
- Demonstrated interest and commitment to preventing sexual exploitation and abuse.
- Ability to demonstrate integrity, sound judgment, and professionalism.
- Willingness and ability to travel, sometimes at short notice.
- Ability to maintain confidentiality at all times.

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/tkg17NcFdw3htyP7>

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

The closing date for applications is 4.00pm, date: 13 November 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