

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 Logistics Intern

01 position based in Xiengkhouang Office

Duration: Minimum 2 months - earliest start date 10 Feb 2026

Job Purpose:

The internship provides an opportunity for the intern to gain experience working in an international non-governmental organization and to learn about functioning within a professional Logistics team. It is designed to build skills and knowledge through structured training and mentoring

Key Responsibilities:

The Logistics Intern will support the provincial Logs team in basic administrative and coordination tasks, including:

Asset control support

- Support the Logistics team with the physical asset check and counting process in the province.
- Support the Logistics team in receiving and issuing field team equipment during stand-up and stand-down days.
- Support the asset transfer, movement, and handover processes between the logistics store and Operations teams/users/requesters at the provincial level, and report any related transactions to the PLCs (Logistics Coordinators) and Logistics Manager
- Ensure all requests for repairs or replacements of equipment and detectors are properly followed up with the related PLAs.

Store inventory, packing and issuance support

- Support the Logistics team in packing and issuing monthly consumables to teams based on approved stock requests.
- Support the Logistics team in issuing field consumables on stand-up and stand-down days, ensuring all issued items are signed off and accounted for by the appropriate individuals or teams.
- Follow up regularly with PLAs to ensure sufficient stock is available for team issuance and alert the relevant PLCs/LM if low stock levels are identified.
- Ensure proper stores documentation and stock records are maintained for all issuances.
- Support for stores control together with the related Logistics Assistant and report any discrepancies in store inventory to the PLCs/LM.

Procurement duties

- Support the PLCs in collecting simple quotations or contacting suppliers when and where requested.
- Support the preparation of simple procurement paperwork when required.

Other duties

- Carry out any other duties within the scope, spirit, and purpose of the internship as requested by the PLCs and LM.
- Assist with any additional tasks delegated by the PLCs and LM.
- Comply with all MAG policies at all times, including the Code of Conduct and Safeguarding requirements.

Requirements and Qualification

Essential Skills and Knowledge

- A college diploma/degree (completed or in progress) in a related field (Business Administration/Management, Logistics, Supply Chain, Procurement, etc.).
- Good communication skills in Lao.
- Ability to communicate in English at a basic level.
- Computer literacy, including the ability to use Microsoft Word, Excel, email and Microsoft Teams.
- Strong interpersonal skills

Essential Aptitude

- Self-motivated, reliable, honest and proactive in day-to-day work.
- Detail-oriented and well-organized.
- Comfortable working independently and as part of a team.
- Eager to learn new knowledge and skills, with the ability to follow instructions and meet deadlines.
- Able to work effectively in a multicultural environment and demonstrate a positive working attitude.

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.

Expressions of Interest should be submitted to the Human Resources Department by **31 January 2026** via email to: Human.Resources.Laos@maginternational.org

Subject line: “*Application for Logistics Intern in Xiengkhouang*”

All expressions of interest should include:

- A cover letter and up-to-date CV
- Qualifications.

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

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