

JOB ANNOUNCEMENT FOR (Lao 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 Coordinator (PLC)

01 position base in MAG Langkhang, Khammouane Provincial Office

Job Purpose:

The Provincial Logistics Coordinator (PLC) is responsible for logistics and procurement within the province and works with the logistics team on tasks such as equipment maintenance, asset management, procurement, warehousing inventory and distribution, houses lease, goods transport, documentation and team management. Some travel is required to support provincial operations.

Responsibilities:

General

- Understand and apply policies relevant to the job including but not limited to finance policies, procurement procedures, inventory management procedures, fleet management policies and asset management procedures.
- Hold weekly meeting with line manager to update on status of procurement, inventory management and asset management in the base, as well as any other topic requiring attention and monitoring.
- Provide on time support to other departments upon request within the remit of this job description.
- Work during MAG operational cycle which consists of approximately 20 days of work followed by 10 days of rest (actual numbers may vary from month to month).

Asset management

- Ensure all equipment and assets are registered, tagged, and recorded accurately (permanent asset information such as brand, model, serial number, etc.).
- Ensure that all movements of equipment are recorded in the asset register and documented (variable asset information such as user, condition, location, etc.)
- On a monthly basis complete the asset check in and check out documentation with the field teams
- On a yearly basis perform a full asset audit for the base together with LM and PLAs
- Ensure that equipment issuance and return paperwork is fully completed and maintain a proper filing system.
- Ensure that equipment movements in and out of the base is appropriately planned and documented.
- Ensure that all requests for repairs and replacements of materials/equipment/detectors are logged, reported to Log VTE, properly documented/recorded and processed efficiently and on time. Ensure that damage reports are collected if necessary.
- Prepare monthly detectors report and provide it to LM and Logs Vientiane

Procurement

- Work with provincial senior Ops/Technical staff and other departments heads to ensure all procurement requests are collected and specifications are clearly defined; provide the standard price if necessary. When necessary, coordinate with the operations department to understand their long-term purchase plans.
- For regular purchases, bulk purchases covered by supply contracts, and for major purchases, collate the requests and communicate them to appropriate staff in VTE or XKH. For small and urgent purchases, proceed locally ensuring appropriate paperwork is collected and filed, then coordinate with finance department for payment.
- Maintain procurement documentation and provide copies as requested (including hard-copies and electronic copies) and ensure that all procurement paperwork and required documentation are processed promptly and accurately
- Update the Procurement Tracker and the Suppliers Database on a weekly basis
- Liaise with the Procurement Manager to run Credit Safe checks for new suppliers in the database.
- Ensure good and transparent relationships with local suppliers and continuously seek for new suppliers and survey the market to ensure the best Value for Money in any procurement transactions.

Store Inventory management and Transportation

- Ensure that good storage practices are properly followed.
- Collaborate with the PLAs to ensure that all logistics stores and containers are well-maintained, clean and organized at all times.
- Assist the PLAs in receiving and packing all materials, consumables and equipment in the provincial stores.
- Assist the PLAs in issuing consumables and equipment from stores upon receipt of approved stock requests, and ensure all issues are accounted for in stock records.
- Ensure the maintenance and repair of materials and equipment are done in a timely manner.
- Ensure adequate minimum stock levels for field requirements.
- Be the key lead in planning stock resupply for the bulk-ordering process.
- Check monthly stock reports with PLAs and ensure both physical checks and reported data match correctly each month.
- Ensure inventory paperwork is standardized and up to date.
- Report immediately to the line manager if there are any discrepancies in store inventory.
- Alert the line manager about over-consumption of supplies or consumables and propose appropriate recommendations when needed.
- Upon request, provide a list of materials, equipment and spares required by the teams.
- Contribute to updating the Standard Kit List when required.
- Be the key staff member supporting the Logs Manager in implementing the new inventory management system.
- Always seek reliable transportation methods and local transport providers to ensure the best option is applied and goods are transported in the most secure, timely and efficient manner.
- Coordinate with the Logistics team in Vientiane and Xiengkhouang regarding goods transport and delivery, ensuring an effective transport approach is maintained.

Lease contracting duties

- Ensure transparent and open relationships with landlords and house owners
- Be the key lead for lease contracts and related transactions in Khammuane, in close coordination with relevant departments.
- Follow up on lease and rental agreement status to ensure adequate housing is provided for teams as well as continuously seek new potential landlords and survey new houses and properties when and where needed.
- Support PLAs in lease contracts' paperwork if needed and review lease drafts prepared by the PLAs
- Maintain lease & rental documentation and archive digital versions on time and to a high standard, providing copies when requested.
- Review and monitor the provincial Lease Tracker (which is updated by the PLAs) on a weekly and monthly basis, ensuring proper tracking of house rental expiries and renewals implemented by the PLAs
- Monitor the landlords' database (which is updated by the PLAs) at the provincial level and coordinate with the Vientiane Logistics team for landlords' Credit Safe checks.

Team management

- Line-manage the PLAs
- Complete annual appraisals and objectives setting for the PLAs
- Assist in building capacity and enhancing working skills for the provincial Logistics team.
- Ensure adequate training and support are provided to the provincial Logistics team.
- Ensure the provincial Logistics team completes their work in a timely manner and to a satisfactory standard.

- Ensure adequate duty coverage for PLAs as required, for example during periods of annual leave or other absences, and be able to cover their duties when they are absent.
- Any other reasonable tasks as delegated by the Line Manager

Coordination with other departments

- Work with senior Operations/Technical managers and other department heads to ensure correct specifications and goods quality requirements are met.
- Collaborate with Operations senior managers and other departments to ensure adequate goods are available for the team's requests and needs.
- Ensure Ops teams and other departments are equipped with all equipment, consumables and items required for deployment and working circle requirements on time.
- Work closely with Operations senior managers and other departments to ensure the Logistics team provides strong support and cooperation to operations and office functions, and to understand future plans and their impact on Logistics activities.
- Represent the Logistics team at monthly meetings or other required coordination meetings with provincial departments.
- Follow up with the Finance team to ensure on-time payment for repair and service transactions, transportation and lease/rental agreement expenses etc.
- Support other departments when and where required.

Reporting and others

- Report to the line manager on a regular basis the progress on provincial Logistics-related transactions, including assets, inventory, lease, procurement, goods transportation and others related.
- Ensure all types of logistics reports from the provincial Logistics team are up to date, accurate and complete before submitting them to the Logistics Manager.
- Report any concerns or any suspected misconduct to the line manager or related departments
- Update leases status and other related tasks progress to the line manager on a weekly basis
- Undertake QC assessment together with PLAs upon goods receipt to make sure the goods received in correct standards as per requirements
- Participate actively in the monthly inventory check and asset check process (when requested).
- Perform any other tasks as delegated by the line manager

Requirements

Essential Qualifications

- At least a University Certificate or B.A degree in related fields (Logistics, Business Administration, Supply Chain, Procurement, Shipping or Transport management...)
- Teamwork oriented
- Be able to work independently with multiple tasks requirement

Essential Experience

- At least one year of coordination experience in logistics, supply chain, transportation, or shipping, preferably with an understanding of the INGO sector.
- At least one year of supervision or team management experience.
- Knowledge or expertise in online management systems related to asset and store inventory will be considered an advantage.
- Possession of a valid driving license is preferred.

Essential Skills

- Good spoken and written English language skills; fluent communication in English.
- Computer literacy (Microsoft Word, Excel, Outlook, Teams, PowerPoint).
- Strong communication and negotiation skills.
- Good planning, problem-solving, coordination and organization skills
- Interpersonal skills, team supervision and motivation skills.
- High attention to details
- Effective time management
- Positive can-do attitude and willingness to learn new aspects and adapt to changes.
- Critical thinking skills (considered an advantage).
- Proactive approach to tasks urgency and deadlines.
- Ability to work in a dynamic, fast-paced environment, occasionally facing tight deadlines and unforeseen scenarios.

Essential Aptitude

- High level of honesty and integrity
- Client orientation – works effectively well with other departments, suppliers/landlords and 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/E4t5itP9GfmaH7N16>

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

The closing date for applications is 4.00pm, date: 27 February 2026.

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