

## 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.

### IM Coordinator (IMC) 01 position based in Khammouane Province

#### Job Purpose

The **IM Coordinator (IMC)** is responsible for the management of data collection and analysis of current and historical task sites by utilizing Differential Global Positioning System (DGPS). Liaise and coordinate with MAG operational teams, and other provincial based operators, government backed authorities, and UXO Implementation Management Committee members (IMC) as appropriate. Line manages Roving DGPS teams on behalf of the IM manager.

#### Responsibilities:

##### Management/ Supervision

- Conduct data analysis and IMSMA data error correction on a village-by-village and/or task by task basis as per the appropriate work plan or as directed.
- Produce a DGPS operational procedure and process map in coordination with the IM manager.
- Coordinate and line manage DGPS teams as required.
- Coordinate and oversee the accurate data information process (to include the import and export of topographic survey data points into Arc GIS Desktop or Arc GIS Pro) into MAGs information management system.
- Conduct training processes on the use of DGPS to MAG operational staff as required.
- Coordinate to UXO Lao and/or other related operators/authorities for data analysis issues, improvements, and analysis of data correction activities in conjunction with the PPM and/or relevant senior operations managers.
- Provide and assist with localised training programs/initiatives to IMC committee members and/or other relevant government authorities and other provincial operators as required.
- Conduct data analysis based on the central NRA IMSMA database backups. Coordinate with, and report findings to, the Information Manager (IM) about any information that may be considered inaccurate.
- IMSMA data error edited and export XML to line manager.
- Review and analyse relevant task reports (historical and new) and report findings and/or anomalies to IM manager.
- Accurately plot new task sites/operational activities as requested by operations senior managers to ensure accuracy utilising DGPS equipment as and when required.
- Conduct relevant QA/QC on data analysis activities, and report findings to the IM Manager.
- Provide tools, presentations, and process maps for conduct data analysis as and when required.
- Any other relevant tasks/duties assigned by IM line Manager/POM/TFM/TOM as required.

## **Requirements and Qualification**

### **Essential Qualifications**

- Relevant University Degree or Diploma.
- Good knowledge of IMSMA, Arc Map, IT, and mapping programmes.
- Good understanding of information management issues.
- Ability to problem solve in data provision and analysis.
- Fluent in Lao and English languages.
- High level of honesty and integrity.
- To be honest and adaptable.
- Respect MAG internal policies and requirements.
- Teamwork oriented.

### **Essential Experience**

- Excellent computer skills, database and mapping.
- Ability to multitask and work independently and collaboratively to meet deadlines.
- A good understanding of the UXO problem in Laos is preferable.

### **Essential Skills and Knowledge**

- Good communication and interpersonal skills.
- Good skills to work as a team.
- Good skills to solve problems in a timely manner

### **Essential Aptitude**

- Able to meet deadlines and work under pressure.
- Excellent computer skills for data analytics.
- Good judgment, resourcefulness, and ability to problem-solve.

## **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/TzoKdMjyf568boQ17>

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

**The closing date for applications is 4.00pm, date: 3<sup>rd</sup> March 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 **020 55582523**.