

## 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 Assistant (PLA)

01 position base in MAG Xiengkhouang Office

Duration: Fixed term contract of 6 months (with the possibility of extension)

#### **Job Purpose:**

The Provincial Logistics Assistant (PLA) supports MAG's daily operations by managing the receipt, issuance, and tracking of all consumables and store items, ensuring accurate documentation and timely reporting of discrepancies, as well as supporting asset and equipment management at the MAG Xiengkhouang office. The PLA maintains clean, organized, and secure stores, assists with transferring supplies between bases and field sites, supports simple procurement tasks and leases duties within the province.

The role requires an organized and adaptable person who can support operational teams at the start and end of each work period, including early starts when needed. The PLA reports to the Provincial Logistics Coordinator (PLC) and submits monthly reports to the Vientiane Logistics team.

#### **Responsibilities:**

##### **General**

- Understand and apply policies relevant to the job including but not limited to finance policies, inventory management procedures and lease management procedures.
- Hold weekly meeting with line manager to update on status of inventory management, lease 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).

##### **Stores management (key focus)**

###### ***Stock receipt***

- Record and monitor all movements of stock that come in and out of the province. Ensuring that stock cards and records are updated daily, that minimum stock levels are maintained.
- Be in charge of receiving and inspecting all materials, store consumables from the suppliers or received from other bases, with the support of the PLC when required.
- Check items received against purchase orders and completing GRN's to ensure that items ordered are received to the correct specifications and in the correct quantity.
- Report discrepancies in quality and quantity within 24 hours of identifying issues.

### ***Stock issuance***

- Review stores requests for accuracy, verifying requests and picking items ready for dispatch to the field. Complete the required documentation and assisting with delivery to the field site as required.
- Pack store supplies and issuing them, as well as equipment, based on approved stock requests from teams. Ensure proper documentation and stock records are maintained for all issuances.
- Issue stock to staff based on authorized stores requests to enable people to perform their operational duties as required.
- Be available at the beginning of the work period to help with the issue of stock and assets to teams. Ensuring all items issued are signed off and accounted by the appropriate individuals.

### ***Stores control and inspection***

- Maintain adequate stock of goods to fulfill the teams' requirements and alert the PLC, LM in case of stock shortage on time.
- Carry out monthly stock checks, tidying stores, rotating stock, identifying items that are coming close to expiry or obsolete and making recommendations to the PLC. Support the PLC with regular inspections and stock counts.
- Ensure that the store inventory data matches the monthly store report. Report any discrepancies in store inventory to the PLC and superiors' level.
- Ensure that all Logistics stores, containers are well-maintained, clean, and organized at all times.
- Ensure that no un-authorized personnel enter the MAG store and the store is locked and secured when not in use by authorized personnel
- Be available at the end of the work period to receive back any assets, equipment and unused stock into stores, ensuring documentation is signed and items accounted for by the appropriate individuals. Reporting any exceptions / unusual problems immediately to the PLC and LM.
- Update store monthly inventory reports before submitting to the PLC and LM

### **Assets control support**

- Support PLC to ensure all equipment and assets are registered, tagged, and recorded accurately
- Together with PLC, collect and issue asset and equipment to the related teams and complete the asset check-in and check-out documentation with the field teams at a monthly basis
- Be in charge of updating all teams monthly Equipment Stock cards, reporting them to the PLC if any issues, and uploading the digital records to the MAG SharePoint location.
- Ensure that all movements of equipment are reported to Log VTE for proper records
- On a yearly basis perform a full asset audit for the base together with the Logs team in Xiengkhouang and LM
- Support PLC and LM during the asset and equipment disposal process after getting the disposal approval.
- Ensure that equipment movements in and out of the base is appropriately planned and documented with proper paperwork process
- Ensure that all requests for repairs and replacements of equipment/detectors are logged, reported to Log VTE, properly documented/recorded and processed efficiently and on time.
- Maintain all Logistics documentation, ensuring that Equipment Transfer Forms/Asset Handover forms loss and damage reports are collected from other teams, departments and submitted to the PLC and LM on time, and archive electronic versions into SharePoint

### **Lease Management (when and where required)**

- Together with the PLO, support and prepare draft paperwork related to lease and rental agreements for PLC/LM review, ensuring adequate housing and accommodation are provided for the provincial field teams.
- 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 the PLC to update the Lease Tracker on a regular basis and update the landlords' database at the provincial level for PLC review
- Support PLC in uploading lease and rental documentation and archiving digital versions on time and to a high standard, providing copies when requested.
- Follow up with related departments on relevant monthly rent payments.

### **Other duties:**

- Be able to cover some duties of PLO and PLC when absent (upon request)

- Support simple procurement transactions or working with local Suppliers to collect quotations as requested by the PLC in charge of procurement or during the PLC's leave.
- Any other tasks as delegated by the PLC
- Respect MAG internal policies and requirements.

### **Requirements**

#### **Essential Qualifications**

- College diploma certificate in related aspects (preferred Store control, Inventory, Logistics, Supply chain, Procurement or Business Administration / Management).
- Teamwork oriented
- Be able to work independently

#### **Essential Experience**

- Experience in Logistics, store keeping/control or procurement will be an advantage
- Preferred driving license possession

#### **Essential Skills and Knowledge**

- Be able to communicate in English (at least beginning level)
- Computer literacy (Microsoft Word, Excel, Outlook and MTeams are required)
- Attention to details
- Good planning, negotiation and organizational skills.
- Being proactive at work and willing attitude to learn new aspects
- Ability to work in a dynamic and busy environment

#### **Essential Aptitude**

- High level of honesty and integrity.
- Client orientation – works effectively well with other departments and relevant 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/9BRc1QFhvVXRP4du9>

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

**The closing date for applications is 4.00pm, date: 21 Apr 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](mailto:safeguarding.la@maginternational.org)