

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 Coordinator (PLC) 01 position base in MAG Xiengkhouang 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.

Due to the large number of teams in MAG Xiengkhouang, two PLCs will share responsibilities and supervise the provincial Logistics team to ensure smooth support for Operations and other departments. One PLC will handle procurement, supply chain, and contracting aspect and team management; while the other will be in charge of logistics, asset - equipment management, lease management, goods transportation and store inventory control. Both PLCs share staff management duties within their respective areas and can cover for each other when either is absent.

The PLC under recruitment will manage assets, store inventory, lease and transportation and team management duties, as well as provide backup for procurement when the other PLC is absent

Responsibilities:

1. Team management

- Line-manage the corresponding PLOs and PLAs.
- Complete annual appraisals and objective setting for the corresponding PLOs and 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 PLOs and PLAs as required, for example during periods of annual leave or other absences and be able to cover their duties when they are absent.

2. Asset management

- Ensure that the MAG asset reports and the actual asset list are accurate at all times.
- Ensure all equipment and assets are registered, tagged and recorded accurately and kept up to date.
- Oversee and perform physical spot checks of asset management activities at the Xiengkhouang base.

- Maintain all logistics documentation, ensuring Equipment Transfer Forms and Asset Hand-over Forms are completed and archived on time.
- Coordinate with the Logistics Manager (LM) on asset disposals and handovers in line with MAG procedures.
- Ensure staff sign for equipment and tools issued to them and maintain a digital filing system.
- Ensure all requests for repairs and replacements are logged and processed efficiently.
- Arrange for the repair, servicing, or disposal of equipment as required.
- Ensure all equipment and spares received are logged with a 'Goods Received Note.'
- Ensure provincial asset-related paperwork and asset reports (including monthly detector reports) are up to date on a monthly basis and filed digitally in the appropriate SharePoint locations.
- Update the LM about outstanding asset-related issues, including but not limited to Asset Damage and Loss reports.
- Be the key staff member supporting the LM and superiors in implementing the new asset management system.

3. Store inventory management and Transportation

- Ensure that good storage practices are properly followed.
- Collaborate with the PLOs and PLAs to ensure that all logistics stores and containers are well-maintained, clean and organized at all times.
- Assist the PLOs and PLAs in receiving and packing all materials, consumables and equipment in the provincial stores.
- Assist the PLOs and 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 PLOs and 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 Khammouane regarding goods transport and delivery, ensuring an effective transport approach is maintained.

4. Lease contracting duties and procurement

- Understand and apply organizations' guideline, finance policies, procurement procedures and other related policies into the lease contracting process.
- Monitor and report on landlords' and house owners' performance, identifying current and potential issues or inefficiencies to report to the line manager.
- Ensure transparent and open relationships with landlords and house owners
- Be the key lead for lease contracts and related transactions in Xiengkhouang, 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.
- Assist with lease contracts, renewals or modification paperwork and report if any issues to the line manager.
- Maintain lease and rental documentation and archive digital versions on time and to a high standard, providing copies when requested.
- Monitor and update the provincial Lease Tracker on a weekly and monthly basis, ensuring proper tracking of house rental expiries and renewals.
- Maintain the landlords' database accurately at the provincial level and liaise with the Vientiane Logistics team for landlords' Credit Safe checks.

Procurement covering duties

- Be able to cover for other PLC in purchasing materials and equipment duties when requested (during absence/leave), ensuring the process complies with logistics and procurement policies.
- Support the Vientiane procurement team in preparing Preferred Supplier Agreements (PSAs) for provincial purchase requirements or other procurement tasks when requested.

5. 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.

6. Reporting and others

- Report to the line manager on a regular basis the progress on provincial Logistics-related transactions, including assets, inventory, lease, 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 PLOs/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.

General

- MAG has an operational cycle of a 22/23days working period followed by a 7-day stand down period.
- The Provincial Logistics Coordinator may occasionally be required to work during the stand down period
- with time taken in off in lieu at a later date, with the prior agreement of the LM. The standard working hours will typically be from 8 am to 4 pm each day, including weekends.

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/VFSKwQReQgdR96S29>

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

The closing date for applications is 4.00pm, date: 21st 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