

JOB ANNOUNCEMENT



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.

Procurement Manager (PM) 01 position base in MAG Vientiane office

Job Purpose:

The Procurement Manager (PM) is responsible for ensuring that all procurement systems are functioning effectively and are well-maintained. The PM undertakes or coordinates various procurement activities, including but not limited to high-value procurement, HQ/international procurement, tendering, procurement planning, purchase contracts and framework agreements, Credit safe check and general follow-up on the programme's goods ordering status—from receiving requests to the delivery of goods. The PM ensures that procurement documentation files and all relevant records are always up to date (both hard copies and electronic copies) and supports all provincial procurement functions to the highest standards. Additionally, the PM will oversee team management and capacity building within the procurement team.

The PM is line-managed by the ILM and will coordinate with the National Logistics Manager (NLM), Provincial Logistics Coordinators (LC/PLCs) and the logistics team at the national office and provincial bases in terms of procurement aspects.

Responsibilities:

General management

- Provide advice to the ILM on all aspects of procurement and related team management.
- Plan and deliver the procurements' objectives, work plans and report any issue to the ILM to plan corrective action.
- With the support of the ILM, coordinate standardization initiatives, focusing on the efficiency and effectiveness of the program's procurement processes.
- With the support of the ILM, coordinate regular reviews of all relevant manuals, SOP/policies and new systems for procurement functions, suggest adequate improvements based on best practice and manage the dissemination of any relevant changes.
- Provide support to the Country SMT in risk management in procurement aspects, by raising relevant information to ILM and HoSS on time and regularly.
- Relay all relevant information to the ILM and HoSS to maintain good working relationships between Operations and Support functions.
- With the support of the ILM, maintain the internal controlling (Quality Assurance) system within Procurement system across all bases.

Procurement, Supply chain and Contracting duties

- Understand and apply finance policies, procurement procedures, and other related policies, ensuring that all purchases conform to procurement rules as set out in the MAG Procurement guidelines.
- Ensure a rigorous, accountable, and transparent procurement system that is compliant with MAG procedures, local laws, and donor requirements. Ensure that MAG always obtains value for money in each procurement transaction.
- Ensure all relevant documentation produced is properly completed, approved and archived as per MAG and donors' standards; and that the archives are efficiently organized and safely managed.
- Follow up closely with the ILM on the implementation of the monthly, quarterly and annual procurement plan.
- Follow up with the HQ Procurement team regarding the order, import and delivery process of overseas goods. Support the ILM in coordinating with the HQ Procurement team on goods requiring international purchase, ensuring the shortest possible procurement processing time. This includes facilitating customs clearance, import/export procedures, and securing tax exemption approvals from local authorities whenever necessary.
- Work closely with the LM, LC, PLCs to ensure a full understanding of equipment specifications etc. prior to purchase. Collaborate with operational and support teams to determine procurement needs, quality and delivery requirements, and develop specifications for equipment, materials, and services to be purchased.
- Oversee Tender documentations and be the key staff in charge of the tendering process and paperwork follow-up.
- Take responsibility for monitoring procurement transactions and supporting the procurement processes for provincial offices. Oversee procurement activities in the Logs department and perform regular follow-up to ensure goods & supplies are delivered on time.
- Follow up on and closely track the purchase transactions of materials, equipment, and services, in collaboration with the procurement staff. Ensure that procurement trackers are up to date and regularly backed up on all bases. Ensure that PSAs, contracts and waivers are valid; manage the PSAs/contracts/waivers tracker and coordinate contract renewal or extension amendments for all bases.
- Take the lead responsibilities in Suppliers' selection for Preferred Supplier Agreements (PSA) and purchase contracts at all bases, including the process for collecting quotations, conducting comparative bids analysis, and handling waivers etc.
- Play a key role in contract negotiations and the awarding phase of all contracts, including procurement and service agreements. Take responsibility for drafting and reviewing all related contracts in a standardized format in English and Lao to ensure that MAG's interests are always protected.
- Ensure that all procurement documents, agreements and tender documents are frequently and properly updated on MAG SharePoint. Manage and oversee all procurement filing (electronically and hard copied) and ensure that the files are complete, correct and include all relevant documentation to meet auditing requirements.
- Provide consistent pricing information to assist the LM and HoSS in procurement planning preparation.

Suppliers' management

- Coordinate and supervise the entire procurement process with both national and international suppliers.
- Manage the program suppliers' database, suppliers' selection and contracting procedures
- Ensure good and open transparent relationships with suppliers and continuously seek new suppliers and ensure the best Value for Money in any procurement transactions.
- Regularly conduct market surveys and supplier vetting to ensure the best value for money in procurement.
- Maintain a supplier database and ensure that Supplier Registration Forms, Suppliers Management system are up to date and compliant with all MAG requirements for all bases.
- Maintain correspondence and regular contact with suppliers to follow up on the execution of contractual terms and conditions.
- Monitor and report on suppliers' performance, identifying current and potential issues or inefficiencies. Assist with contracts and purchase orders, paperwork renewal or modifications and provide timely information to superiors.
- Conduct Suppliers' Credit Safe checks to update to SharePoint monthly.
- Alert the line manager on possible delays by suppliers, contract term violations or breaches and identify potential procurement risks for timely solutions.

Staff management & capacity building

- Oversee the performance and supervise the staff in charge of procurement at all bases.
- In concertation with the ILM, establish coherent and measurable performance objectives for the procurement staff in the country and ensure tracking management of their overall performance.
- Provide effective line-management, guidance and support to direct reports, ensuring that procurement duties are carried out to a high quality, respecting deadlines requirements and in line with MAG policies and procedures.

- Support the HQ roll-out of new improvement initiatives in procurement, as and when applicable. Take a leading role in implementing and training the new cloud-based procurement and order tracking systems when available.
- Implement policy changes as needed and provide appropriate training on procurement-related aspects to relevant staff upon request.
- Collaborate with the ILM to develop the annual training plan on procurement and supply chain management (when required), in alignment with MAG policies and procedures. This aims to strengthen the capacity of procurement teams across all bases and contribute consistently to the logistics department's overall staff capacity building.

Coordination with other departments

- Work closely with senior Ops/Technical managers/CLM and other department heads to ensure correct specifications prior to procurement, as well as to understand the ordering requirements and expected goods receipt timeframe.
- Provide up-to-date pricing to other departments as and when required.
- Liaise with the Admin team, local authorities and freight forwarders regarding goods import and customs clearance process
- Follow up with the Finance team regarding on-time payment for procurement and service transactions, goods orders, repair and service transactions and related expenses.
- Collaborate with the Finance team on donor reporting requirements and audits.

Reporting and others duties

- Report to the ILM on a regular basis (weekly/monthly) re the progress on all key procurement transactions.
- Coordinate with NLM to update weekly general update of the Logs department
- Ensure relevant staff to update Procurement tracker or reporting systems regularly.
- Undertake QC assessment together with NLM, PLCs, LO upon goods receipt to make sure the goods received in correct standards as per requirements
- Maintain an internal controlling (Quality Assurance) system within Procurement division for all bases
- Ensure adequate support in term of procurement is provided to the Provincial Logistics team
- Be able to handle PLC's duties when staff is absent and when needed.
- Provide support other departments when and where required
- Support dissemination of best practices and enforcement of MAG key policies across suppliers including safeguarding, conflict of interest, anti-corruption and anti-bribery policy, anti-human trafficking and anti-slavery, data protection and environmental policy.
- Any other tasks as delegated by the line manager and Head of Support Services.

General

- The post holder is required to travel to MAG's bases in Xieng-Khouang and Khammuane and should be available on calls when required. This means weekends and outside of normal office working hours may be requested.

Requirements

Essential Qualifications

- Higher diploma or University degree in related fields (Procurement, Supply chain, Logistics, Business Administration...)
- Be able to work independently with multiple tasks requirement
- B driving license holder preferred

Essential Experience

- Minimum of three years' experience in Procurement, Supply chain or Logistics aspect - preferably in the INGO sector
- Preferred experience of leadership and team management
- Having good method of staff motivation at work

Essential Skills and Knowledge

- Good spoken and written English language skills
- Computer literacy (Microsoft Word and Excel, Outlook, M. Teams are required)
- Contracting and Tendering preparation skill with high attention to details
- Good communication and negotiation skills
- Strong planning, effective problem-solving and personal organization skills.
- Time management skills
- Team management and staff motivation skills.
- Being proactive and always on top of tasks and deadlines
- Preferable coaching, training skills possession

- Positive attitude and willing to learn new aspects to adapt to new changes
- Ability to work in a dynamic and fast-paced environment with unforeseen scenarios sometimes, occasionally facing tight deadlines.
- Critical thinking will be an advantage

Essential Aptitude

- High level of honesty and integrity
- Client orientation – works effectively well with suppliers and related stakeholders
- Respect MAG internal policies and requirements

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/xdVqZBcezK2h4N756>

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

The closing date for applications is 4.00pm, date: 27 April 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