

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.

Provincial Administration Officer

01 Position based in Xiengkhouang Province

Duration: Fixed term contract of 7 months

Job Purpose:

To support the effective daily administrative operations of MAG XKH office by providing clerical, logistical, and administrative assistance to the Provincial Administration Coordinator and Provincial Programme Manager. This includes managing office supplies, maintaining records, assisting with communication, and ensuring a well-organized and efficient office environment.

Responsibilities:

1. Administrative Support

- Support daily office operations and ensure smooth administrative workflow.
- Receive and process correspondence, including phone calls, emails, and letters.
- Assist in drafting and prepare official correspondence (letters to DOFA, request forms, meeting invitations) for review and signature.
- Distribute and file incoming/outgoing correspondence and maintain document filing systems.
- Assist in the preparation of reports and meeting minutes as required.

2. Office Management and Supplies

- Manage office stationery and kitchen supply stocks, ensuring timely replenishment.
- Conduct monthly inventory checks and report to the PAC and PPM.
- Maintain cleanliness and order of shared office spaces, coordinating with the Office Cleaner.
- Schedule meeting rooms and assist in event and training logistics (venue setup, refreshments, materials).

3. Budget and Procurement Support

- Collect and record administrative expenses and support the preparation of petty cash requests.
- Assist in the preparation of administrative budgets and expense tracking.

- Support procurement documentation and liaise with suppliers as directed by the coordinator.

4. Maintenance and Facility Support

- Report maintenance or repair needs to the PAC and support follow-up with landlords or technicians.
- Keep records of maintenance activities and inspections.
- Ensure all safety and cleanliness standards are followed within MAG office and shared facilities.

5. Communication and Coordination

- Support communication between MAG XKH office, other provincial offices, and HQ in Vientiane.
- Maintain an updated contact list of partners, authorities, and service providers.

6. Supervision

- Supervise the Office Cleaner to ensure office and shared spaces are maintained to a high standard.
- Provide day-to-day guidance and ensure supplies and equipment are available for cleaning and maintenance.

7. Other Duties

- Assist in internal and external meetings, workshops, and visits (IMC, HQ, or partner meetings).
- Support administrative tasks as assigned by the Coordinator or PPM.

Requirements and Qualification

- Minimum Diploma or equivalent in Business Administration, Management, or related field.
- At least 1 year of relevant experience in office administration or clerical support.
- Intermediate English proficiency (written and spoken).
- Competent user of Microsoft Office (Word, Excel, Outlook).
- Experience with general office procedures and recordkeeping.
- Familiarity with administrative reporting and inventory management.
- Understanding of local administrative systems and communication with government offices.
- Good communication and organizational skills.
- Ability to multitask and prioritize effectively.
- Reliable, detail-oriented, and proactive.
- Teamwork-oriented with a high level of integrity and accountability.

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/FFPG6SQ8qpGEw1fP9>

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

The closing date for applications is 4:00 p.m., date: 13 Aug 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