

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.

Operation Support Officer (OSO) 01 Position based in Xiengkhouang Province

Job Purpose:

The Operation Support Officer is responsible for providing direct support to the Technical Field Manager in technical administration, support, and representation of the provincial field operations

Responsibilities:

Technical Administration & Support

- Coordinate with Government departments, other development agencies, local authorities and donors to facilitate the smooth implementation of the provincial programme.
- Ensure the smooth and efficient running of the Operations Support Section.
- Update the Operations Room in terms of mapping, task-dossiers and operational reporting.
- Consult with Technical Field Manager on operational production and figures.
- Responsible for the filing and recorded of all operational files, maps, post and records and to maintain a record of Maps records.
- Maintain provincial operations data, conduct analysis as required by the TFM.
- Maintain provincial operational staff training records.
- Submission of operational data as required.
- Conduct translation/interpretation as required by TFM – English to Lao, Lao to English. Have a good understanding of regional dialects.
- Conduct final evaluation of documented data by task.
- Maintain SOPs and ensure that copies are upto date in field and have the latest ammendments as required by TFM.
- Monitor and summarise all QA information and provide summary to the TFM.
- Maintenance of discipline throughout the operations support department.
- Coordinate with POMs, CLM and PPMs for all provincial operations reporting.
- The procurement of operational items or services requested in accordance with MAG logistics and procurement procedures.
- Track progress of tasks against work plan and clearance plans in conjunction with the TFM and Programme Officer and report to TOM.
- Assist with the arrangement, including distribution of documents and taking minutes, of provincial operations meetings.
- Report all incidents/accidents involving MAG personnel

- Participate in the provincial operations meetings as required.
- Participate in meetings, workshops, seminars and conferences where relevant and beneficial to MAG and its mission and mandate. Where requested, give appropriate presentations in coordination with TOM.
- Undertake and apply learning from appropriate training and development programmes.
- Assist the Technical Field Manager with the preparation of weekly/ monthly report sheet.

Liaison & Representation

- Conduct ongoing liaison with all relevant operational stakeholders and establish and maintain networks for information exchange.
- Represent MAG in any existing and relevant coordination mechanisms in the operational province/districts and take active part in the promotion and continuation of effective coordination.
- Act as national point of contact for MAG operations with the provincial authorities as required by the TOM and TFM.
- Represent the MAG field operations at internal and external meetings.
- Liaise with the TOM/TFM (or other relevant person) regarding operational resource needs.
- Host local and foreign visitors to MAG field activities, including the provision of professional briefings of MAG's work. Accompany visitors to sites and villages as required by MAG.

Human Resources Recruitment, Training & Development

- Assist the selection and recruitment of new operational staff according to specific qualifications.
- Support new operational staff and provide induction/'on the job' training as required.
- Support, as required by the TFM, training needs assessment of operational capacity

General

The post holder will work in line with the field office cycle which is a 22/23 work cycle, Monday to Sunday, with 8 days paid leave in lieu of weekends. Annual leave is allocated throughout the year to ensure the operational work schedule can be maintained. An annual work schedule is developed each year with two additional annual leave days taken at the discretion of the post holder with Line Manager approval. Occasional travel maybe required in relation to attending MAG meetings, workshops, or event that take place either within the province or VTE and KHM provinces

Requirements and Qualification

Essential Qualifications

- At Least Diploma certificate in English or relevant field
- Fluent in Lao and English languages

Essential Experience

- Well-developed organizational skills.
- Understanding of operational reporting and filing systems and file management.
- Accuracy with figures and the ability to create charts and tables.

Essential Skills and Knowledge

- Must be computer literate with MS Office, particularly, Word, Excel, Access and PowerPoint. (Formal qualification is not necessary but must demonstrate proficiency)
- An ability to translate and write clear, concise, factual reports (from English into Lao).
- Be in possession of a valid driver's license and be proficient in driving a 4x4 vehicle.

Essential Aptitude

- Self-motivated with the ability to work as part of a team with minimal supervision.
- An ability to travel/stay in the field when necessary.
- High level of honesty and integrity
- Respect MAG internal policies and requirement
- Teamwork oriented

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/gt8z1derDT4nnuAW9>

Any inquiries please contact 020 5566 9818/020 5553 5625.

The closing date for applications is 4:00 p.m., date: 5 Oct 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