



IM Manager

Job Title: IM Manager

Department: Information Management

Location: Sepon HQ, Savannakhet Province, Laos

Job Reference #: IM-MGR

Grade: 2.2

Salary: Negotiable

Hours: Full Time

Contract Type: Support

Reports To: Deputy Programme Manager

Direct Reports: Deputy IM Manager, ICT Officer, Database Administrator, software development staff or contractors

Indirect Reports: Senior GIS Officer, GIS Officers, IM Administrators and IMSMA Officer (through the Deputy IM Manager); Junior ICT Officer (through the ICT Officer)

Key Internal Contacts/Relationships: Programme Manager, Deputy Programme Manager, Operations Management Unit, all heads of department, HQ IM and ICT

Key External Contacts/Relationships: National Regulatory Authority (NRA) IM Unit, IM Technical Working Group, donors and donor representatives, other operators

Job Purpose: To lead the Information Management Department so that HALO Laos has accurate operational data, meets its national and donor reporting obligations, and runs reliable, secure systems for its staff.

About HALO Laos

The HALO Trust is an international landmine and UXO clearance charity. We work in Lao PDR conducting survey and clearance of Unexploded Ordnance (UXO), employing over 1,100 staff based in Sepon, Savannakhet Province, with a small administrative office in Vientiane.

The HALO Trust team in Sepon works a monthly cycle, with an average of 22-23 days worked at the start of the month, with the remainder of the month as stand-down (rest days). HALO works a short cycle during April with an extended break for public holidays. More information on us can be found at www.halotrust.org.

About the Role

The IM Manager heads a department of GIS, database, ICT and software development staff. The department collects and checks field data through HALO's Global Operations Information Management System (GO-IMS), turns it into maps, reports and national database submissions, and runs the programme's IT. It also builds the Laos Programme Information Management System (PIMS), the programme's staff and operations platform.

The post is based at Sepon HQ, with regular travel to Vientiane to manage staff there and to meet the NRA, HQ and sector partners.

Responsibilities

- Lead the IM Department, setting priorities and workloads for each team.
- Develop IM staff, including preparing the Deputy IM Manager to deputise.
- Lead operational data standards in GO-IMS, and ensure field submissions are checked and corrected against them.
- Approve changes to the programme's Survey123 forms, keep them to a common standard, and train staff to use them.
- Ensure submissions to the NRA national database, completion reports, and district and provincial reports are accurate and on time.
- Represent HALO at the IM Technical Working Group and in IM meetings with the NRA.
- Provide the Operations Management Unit with the maps and task data it needs to plan and deploy teams.
- Produce and check the statistics, maps and dashboards used by programme management and in donor reports.
- Lead software development on PIMS, delivered in short phases that users test and sign off, and to HQ IT standards.
- Manage the programme's IT through the ICT Officer, including user accounts, backups and software authorisation.
- Protect personal and sensitive data, controlling who can access it in line with HALO policy and Lao law.
- Support analysis and research that uses operational data.
- Work with HQ IM and ICT on global systems and standards.

General

- Uphold HALO's core values and standards, promoting its ethos and mission statement.
- Ensure familiarity with and adherence to all HALO policies and procedures, especially the code of conduct and safeguarding.

Essential Requirements

- Degree in GIS, information technology, computer science, geography or a related field, or equivalent professional experience.
- At least 5 years' experience in information management or GIS, including at least 2 years managing a team.
- Strong skills in the ArcGIS ecosystem (ArcGIS Pro, ArcGIS Online/Enterprise), including designing forms in Survey123.
- Working knowledge of relational databases and SQL, ideally PostgreSQL.
- Experience producing reports, maps and statistics for senior managers or donors.
- Fluent Lao, spoken and written.
- Good written and spoken English.

- Strong attention to detail, and the ability to manage competing priorities.

Desirable Requirements

- Experience with IMSMA or another national mine action database.
- Experience in mine action or a humanitarian organisation.
- Experience with Power BI or similar dashboard tools.
- Experience managing software development projects or working with developers.
- Knowledge of web application development.
- Knowledge of data protection practice.

Physical Requirements

- Ability to visit operational worksites in remote locations.

Travel Requirements

- Regular travel to Vientiane, and occasional visits to operational areas.
- Occasional national and international travel to workshops, training and sector events.

To Apply

Please submit a CV (no more than 2 pages, including two professional references) and a cover letter (no more than 1 page) outlining how your experience matches the key skills and competencies required by **18/10/2026**.

Applications without a cover letter tailored to this position will not be considered.

We reserve the right to amend the closing date depending on the number of applications received.

The HALO Trust is an Equal Opportunity Employer and does not discriminate against any applicant for employment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

The HALO Trust is committed to attracting, developing, and retaining talented individuals from a wide range of backgrounds, experiences, and perspectives.

The HALO Trust is committed to ensuring that it provides a safe and trusted environment which safeguards and promotes the welfare and wellbeing of anyone who comes into contact with, or is part of, the Charity, with a zero-tolerance approach to behaviours which challenge this.

Female applicants are strongly encouraged to apply, as we strive to create a balanced and diverse workforce.