



Operations Planning Officer

Job Title: Operations Planning Officer

Department: Operations

Location: Sepon HQ, Savannakhet Province, Laos

Job Reference #: OPS-PLAN-OFF

Grade: 2.1

Salary: Negotiable

Hours: Full Time

Contract Type: Operations

Reports To: Deputy Operations Manager

Direct Reports: Operations Planning Assistant

Key Internal Contacts/Relationships: Operations Manager, Deputy Operations Manager, Capability Manager, Capability Officer, Training Officer, Unit Commanders, Sub-Unit Commanders, Information Management (IM) Manager, Programme Manager, Deputy Programme Manager, all heads of department

Key External Contacts/Relationships: National Regulatory Authority (NRA), provincial and district authorities (through the Liaison Department), UXO Lao and other operators working in the same districts

Job Purpose: To plan where HALO Laos teams work and with what resources, using data to direct them to where they will have most impact, and to track delivery so that the programme meets its grant commitments and national priorities.

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 Operations Planning Officer leads planning in operations support, under the Deputy Operations Manager. The Operations Manager owns the annual operations workplan and five-year plan, and the Deputy Operations Manager owns the monthly deployment plan. The Operations Planning Officer prepares them, keeps the task pipeline ready ahead of them, and reports progress against them. The Operations Manager tasks the post directly on the annual workplan, the five-year plan and longer-term planning, and the post attends Operations Management Unit (OMU) meetings when planning is discussed.

The post is based at Sepon HQ. Planning deadlines fall before each cycle begins, and the postholder is expected to visit the units during the cycle to see plans in practice.

HALO Laos may expand its area of operations. The postholder may be asked to support planning for new areas and to work from other locations.

Responsibilities

Planning

- Prepare the draft annual operations workplan, along with the five-year plan, for the Operations Manager, drawing on grant commitments, NRA and provincial priorities, team capacity and the task pipeline.
- Prepare the monthly deployment plan with the Deputy Operations Manager, allocating teams, vehicles and equipment to tasks, so that it is ready for the Fleet and Logistics deployment deadlines.
- Agree with the Training Officer the courses, numbers and timing needed to deliver the workplan, so that trained staff are ready when teams deploy.
- Coordinate the task pipeline across the Units for all operational disciplines (UXO clearance, mine clearance, survey and explosive ordnance disposal (EOD)), working with the IM team on the data and maps each task needs, and tracking each task's readiness, including NRA task approval, village agreements and access.
- Coordinate the support each plan needs from the Fleet, Logistics, Medical, Liaison and Explosive Ordnance Risk Education (EORE) departments, including camp locations and casualty evacuation distances, and flag gaps to the Deputy Operations Manager before deployment.
- Coordinate with the NRA, UXO Lao and other operators on task allocation and boundaries, representing HALO at joint planning meetings.

Analysis and forecasting

- Work with the Units to analyse output rates by team, discipline, method and terrain, and use them to set the planning rates behind the workplan.
- Work with the Units to rank tasks in the pipeline by expected humanitarian impact, using evidence such as national UXO accident data, what similar tasks have found, contamination data and predictive models.
- Model planning options with the Units, such as changes in team numbers, the rainy season or a shift in priority areas, and forecast the teams, staff, vehicles, equipment and explosives each option needs, including any growth in the programme.

Tracking and reporting

- Report delivery against the workplan and deployment plan each month to the Operations Manager, Deputy Operations Manager and Capability Manager through a performance dashboard, explaining variance and its causes.
- Track delivery against each grant's contracted outputs, and flag likely shortfalls early.

- Provide planned and actual figures for donor reporting and budget forecasts, and the operational figures for new proposals, in coordination with programme management and the Finance Department.

Systems and team

- Act as the operations owner of the programme's planning tools, including the planning modules in the Laos Programme Information Management System (PIMS), defining requirements for new tools and changes, and testing and signing them off with the IM Manager.
- Line manage the Operations Planning Assistant, including tasking, training, leave and performance reviews. When the Assistant post is vacant, keep the planning records and figures up to date directly.

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

- At least 3 years' experience in UXO clearance or mine action operations, at Supervisor level or above or in an operations planning role.
- Sound understanding of UXO clearance, mine clearance, survey and EOD methods and how they are resourced.
- Strong Microsoft Excel skills, including building and maintaining planning and tracking spreadsheets.
- Experience analysing operational data to support decisions.
- Ability to brief managers clearly and concisely on plans, progress and problems.
- Ability to organise competing demands and meet fixed deadlines.
- Fluent Lao, spoken and written.
- Good written and spoken English, sufficient to prepare plans and reports for international managers and donors.

Desirable Requirements

- Lao EOD Level 3 qualification.
- HALO Supervisor or Sub-Unit Commander training, or equivalent training with another operator.
- Experience with Power BI, SQL, ArcGIS or Survey123.
- Knowledge of HALO's operational management systems, such as Team to Donor, orders of battle (ORBATS) and the Global Operations Information Management System (GOIMS).
- Knowledge of NRA task approval and national reporting procedures.
- Training in planning or project management.

Physical Requirements

- Ability to conduct regular visits to operational worksites in remote locations.

Travel Requirements

- Regular travel to units, sub-units and tasks across the programme area of operations.
- Occasional travel to Vientiane for NRA and sector meetings.

Benefits

- National staff terms and conditions.

To Apply

Please submit a CV (no more than 2 pages) 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.