Medical Officer

Job Title: Medical Officer
Department: Medical
Location: Sepon HQ, Savannakhet Province, Laos
Grade: 1.3
Salary: Negotiable
Hours: Full Time
Contract Type: Support

Reports To: Programme Doctor
Direct Reports: Medical Assistants
Indirect Reports: Technician Medics

Key Internal Contacts/Relationships: Programme Doctor, Deputy Programme Manager, Medical Administrator, Operations Management Unit, all relevant departments
Key External Contacts/Relationships: District hospitals, local clinics, Ministry of Health (technical relationships)

Job Purpose: To lead and coordinate the programme's medical support function by ensuring effective medical preparedness, emergency response capability, staff health management, and medical supply control, thereby safeguarding the wellbeing of staff and supporting the safe delivery of operational activities.

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 Medical Officer is responsible for ensuring the health, safety, and medical preparedness of HALO Lao staff by overseeing medical training, emergency response systems, staff health management, and medical supply administration. The role ensures compliance with medical Standard Operating Procedures (SOPs), maintains operational readiness for medical emergencies, supports staff wellbeing, and coordinates with healthcare providers to deliver effective medical care and occupational health services across the programme.

Responsibilities

Medical:

- Ensure fully compliance with HALO Lao SOPs in medical aspects
- Conduct training and refresher training for technician medics as required
- Keep training records and certification for all paramedics
- Conduct and oversee monthly CASEVAC exercises and highlight any concerns for corrective action
- Ensure each team has an up-to-date accident response plan prepared
- Immediately report to Senior Management including Expats all injuries/illnesses and direct medical responses as necessary, evaluate recovery requirements for sick staff
- Evaluate and assist each team leader in ensuring basic camp hygiene
- Keep abreast of any new regulation or regional epidemics reported that might require changes in procedures for HALO staff
- Close to Expire Medicine Donations

Administrative:

- Plan medicine and medical supply usage and present in advance purchase requests ensuring minimum stocks are maintained
- Track medical supplies use and manage medical inventory and database
- Maintain stock of medical supplies for training and request the write-off of expired medicine
- Manage the maintenance of all MTKs and MIKs, ensuring expiry dates are not exceeded
- Evaluate sick leave requests and report recommendation to HR/PM
- Assist staff with the submission of receipts for reimbursement
- Manage staff who require maternity leave
- Conduct visits and maintain good relations with local hospitals and medical staff
- Continually reassess programme's medical response plans to ensure validity/appropriateness
- Participate in accident investigations as requested

Essential Requirements

- Higher Diploma or Bachelor's Degree in Medicine or a relevant field of study
- Minimum of 2 years of relevant work experience
- Registered Nurse or General Practitioner (Medical Doctor)
- Proficient in computer skills
- Basic English communication ability

Desirable Requirements

- Experience in occupational health, pre-hospital care, or remote/expedition medicine
- Experience working with NGOs or in humanitarian programmes
- Experience with electronic health records or clinical database systems

- Driving licence and driving experience

Physical Requirements

- Ability to visit operational worksites in remote locations

Travel Requirements

- Regular travel to hospitals and medical facilities within Laos and internationally, with occasional visits to operational areas

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 **14/11/2026** to hr@halolaos.org

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.