



# Job Description

**FUNCTION:** **RICE PROGRAMME OFFICER**

**DATE:** February 2023

Part 1: Job Identity			
Position Title	Rice Programme Officer	Grade/Level	7
Unit	Rice Programme	Job Code	PO
Location	Dong Thap province, Viet Nam (business travel involves)		
Report to	Rice Programme Manager		
Line Manager of	None		
Key working relationship	To ensure smooth collaboration within and outside Rikolto Vietnam, the working relation will involve:		
	Internal	Collaboration with programme team in Vietnam and Southeast Asia	
		Operation Units (Finance, Communication, Administration, IT, etc..) at country office	
	External	Rice-related platforms, working groups, other respective institutions and INGOs/NGOs	
		Programme partners and collaborators, private companies, farmers’ organizations, etc.	
Purpose of the Job	The Rice Programme Officer, under the direct supervision of the Rice Programme Manager, and in close coordination with other project officers, partners and actors in the rice sector, supports and facilitates the implementation of the Rice Programme via three key strategic interventions: (1) provide affordable, safe, healthy and sustainable rice to consumers; (2) create decent profits and jobs for all actors along the value chain, especially for smallholder farmers, both men and women, and youth; (3) reduce the environmental impact of rice cultivation and preserve the environment for future generation through reducing water consumption and greenhouse gas emission.		
Part 2: Job Content and Context			
Duties and Responsibilities	<div>1. Programme Development</div> <ul style="list-style-type: none"><li>Identify entry points, potential partners, and stakeholders, and engage them in defining areas of intervention that contribute to the overall Rikolto ambitions at the national level, especially on the rice programme;</li><li>Contribute to the design of the regional programme strategy including context analysis, stakeholders’ assessment and develop the strategy related to areas of</li></ul>		

	<p>expertise (sustainable agriculture production, inclusive business, enabling environment, etc.);</p> <ul style="list-style-type: none"> <li>• Contribute to fundraising strategy and advocacy initiatives.</li> </ul> <p><b>2. Programme Implementation and monitoring</b></p> <ul style="list-style-type: none"> <li>• Be responsible for the application of intervention strategies (including sustainable production, inclusive business and enabling environment) through efficient engagement of partners and related stakeholders;</li> <li>• Contribute to growing local agribusiness capacity through the provision of technical assistance (which could also be provided by third parties), and brokering relevant partnerships with financial institutions and business support services;</li> <li>• Be responsible for developing and reviewing the implementation of programme plans (activities and financial) of partners; conducting regular field visits to support colleague programme officers and partners in the implementation of programme activities; coaching external consultants when applicable;</li> <li>• Be responsible for the M&amp;E system of the rice programme, including ensuring data collection and analysis, reports from partners and updates for programme indicators. Prepare relevant reports for donors including the annual programme review, follow up knowledge management process in the programme based on the Evidence for Impact (E4I), Social Return on Investment (SROI) and other M&amp;E tools.</li> </ul> <p><b>3. External and Internal relationship</b></p> <ul style="list-style-type: none"> <li>• Contribute to building, maintaining and expanding strong relationships with partners, chain supporters or stakeholders of the Programme (companies, service providers, government agencies, networks, donors and other development actors);</li> <li>• Maintain and expand networks for the sake of strengthening Rikolto's rice programme that is developed around the food systems concept;</li> <li>• Participate in related programmes, reflect, gather evidence and share Rikolto's work through relevant platforms for scaling up and setting up joint initiatives and fundraising;</li> <li>• Represent and share Rikolto's lessons learned and best practices related to the rice programme in external events, workshops and meetings;</li> <li>• Actively participate in internal learning events such as meetings, workshops, and gatherings.</li> </ul> <p><b>4. Communication</b></p> <ul style="list-style-type: none"> <li>• Support Rikolto's advocacy activities, including building partnership, organizing events, and drafting programme-related publications (i.e., policy briefs, case studies, etc.);</li> <li>• Provide inputs to the Communication Officer to develop communication strategies, plans and materials.</li> </ul> <p><b>5. Others</b></p> <ul style="list-style-type: none"> <li>• Provide assistance to visitors and expatriates when required;</li> <li>• Continuously explore opportunities to develop self-professionalism;</li> <li>• Other tasks that might be requested by the line manager.</li> </ul>
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<b>Authority</b>	The Programme Officer position is a programme function without any direct supervisory function, but it requires active coordination with other colleagues in the Rikolto Office in Vietnam, as well as the rice programme.
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Provide assessment to complete contracts, plans and regular reports from partners; prepare quarterly, half-year and annual results-based reports;</li> <li>• Involve in programme interventions' planning, implementation, and monitoring;</li> <li>• Maintain dynamic and working relationships with Programme colleagues, partners and stakeholders.</li> </ul>
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>• Increase sustainable rice production and market access under good conditions for smallholder farmers and cooperatives;</li> <li>• Secure the engagement of agri-business (traders, processors and distributors) with farmer organizations in inclusive business relationships;</li> <li>• Result-driven business advice to farmers' organizations;</li> <li>• Join up thinking and action with programme staff and stakeholders through sharing of information and capacity building;</li> <li>• Progress towards a better enabling environment for the sustainability and inclusivity of the rice sector in Vietnam.</li> </ul>
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Interventions and programme data and reports;</li> <li>• Year goals set and deliverables.</li> </ul>

<b>Part 3: Job Competencies (Specifications)</b>	
<b>Academic Attainment</b>	<ul style="list-style-type: none"> <li>• Has an education background with at least Bachelor's Degree in more than one following domains: Agronomy, business, agricultural economics and rural development.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• At least 3 years of experience in the rice sector in Vietnam, working with a variety of stakeholders including public and private sectors;</li> <li>• Has an in-depth understanding of the technical aspects related to rice cultivation and production;</li> <li>• At least 1 year of experience in a project/programme management and implementation is desirable;</li> <li>• Experience working on environmental sustainability, gender and youth mainstreaming in agricultural value chains is desirable.</li> </ul>
<b>Knowledge, Skills and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Positive attitude towards learning and sharing;</li> <li>• Practical mindset and result-oriented;</li> <li>• Good networker;</li> <li>• Good communication skills and ability to adapt to various contexts and settings (including local, regional, and international);</li> <li>• Solid experience in coaching;</li> <li>• Flexible;</li> <li>• Team working oriented.</li> </ul>

<b>Competencies</b>	<ol style="list-style-type: none"> <li>1. <b>Core</b> (competencies applied to all job levels and career stages): <ul style="list-style-type: none"> <li>• Initiating;</li> <li>• Collaboration;</li> <li>• Communications for results;</li> <li>• Leading self.</li> </ul> </li> <li>2. <b>Technical</b> (the knowledge &amp; skill required for a specific job): <ul style="list-style-type: none"> <li>• Building networks;</li> <li>• Quality oriented.</li> </ul> </li> <li>3. <b>Leadership</b> (knowledge and skill important to be an effective leader): <ul style="list-style-type: none"> <li>• Innovative;</li> <li>• Problem-solving;</li> <li>• Stimulating others.</li> </ul> </li> </ol>
<b>Language</b>	<ul style="list-style-type: none"> <li>• Excellent command of Vietnamese (in reading, speaking, understanding and writing) and good command of English (at least in reading, speaking and understanding).</li> </ul>