

# JOB DESCRIPTION



## FUNCTION: Regional Coordinator - Inclusive Modern Markets (IMM) Programme

DATE : 21 June 2013 (Final)

### Context

Purpose	To enhance the inclusion of smallholder farmers in durable trading relationships with private companies in the Mekong Region by coordinating the regional IMM programme.	
External key relationships	<ul style="list-style-type: none"> <li>▪ Donors and funding agencies for the IMM in Mekong Region, both public and private sectors</li> <li>▪ Partner organisations</li> <li>▪ Companies from private sector willing to engage with smallholders</li> <li>▪ Service providers</li> </ul>	
Reports to	Regional Representative	
Manages	Program Officers for IMM	
Relation and Co-ordination	<b>Name(s) of the functions or units</b>	<b>Type of relations</b>
	Fund Raising Officer	Preparation of concept notes and proposals
	Business Development Specialist	Formulation of IMM implementation strategies & plans
	Finance & Admin Manager	Compliance with VECO cost norms and financial accountability
	PLA Coordinator	Coordination on planning and monitoring for donor reporting
Position in the organisation	Regional Coordinator Level Part of the Management Team Programme Lead Person for IMM	
Location	VECO Mekong Regional Office, Hanoi, Vietnam	
Job size	Full-time	
Travels	Travel outside VECO program areas as needed	

### Responsibilities

- Develop, align and adjust programme strategies and policies for inclusion of smallholder farmers in modern markets at national and regional level in line with the VECO global strategies and policies.
- Provide strategic, methodological and technical guidance to programme staff in designing, planning, implementing, monitoring and adjusting actions meant to achieve structural changes.
- Ensure strategic, methodological and technical guidance by the Business Development Specialist to programme staff in designing, planning, implementing, monitoring and adjusting

inclusive business models within selected pilots.

- Coordinate actions at regional level promoting exchanges and up-scaling of inclusive business models and leading to structural changes at regional level.

### Outputs and services

- Guide and supervise the alignment of the selected chain development pilots with the strategy for inclusion and with their contribution to the planned structural changes.
- Follow up and coordinate programme staff to measure, monitor, analyse, document and communicate the outcomes of the chain development pilots as evidence for achieving structural changes and up-scaling.
- Follow-up and coordinate the monitoring and documentation of changes at pilot level and structural changes.
- Advise and guide staff at antenna level on actions geared at the development of the pilot chains and at achieving the structural change agendas (SCA) at national level.
- Carry out actions geared at achieving the structural change agendas (SCA) at regional level.
- Organize learning and reflection spaces on inclusive business models at regional level.
- Monitor the establishment and strengthening of networking with other organisations in the region that have a stake in the structural change agendas
- Monitor the establishment and strengthening of close relationships with various private companies in the region interested in sustainable sourcing from smallholder farmers
- Analyse and document the changing regional context in relation to the business environment, the value chains, the market ... and with regards to opportunities with/demands from other companies.
- Compile and analyze experiences and documents on inclusive business models by other organizations to gain stock of lessons that could inform formulation, planning and implementation of the IMM program.
- Collect and process information, analyze it, and extract lessons learned from VECO's practical experience to allow programme management to readjust its plan and implementation.

### Job Requirements

Qualifications and technical knowledge	Master Degree in Agriculture, Economics, Rural Development or equivalent experience
Languages	Very good working knowledge of English, both spoken and written. Knowledge of national language in any Mekong Region Countries, an advantage but not required
Experience	At least 5 years in value chain development in Mekong, working with a variety of stakeholders, and having a leading role in programme management
Skills and knowledge	<ul style="list-style-type: none"> <li>• Has an in depth understanding of the functioning of agrifood value chains from production to consumption.</li> <li>• In-depth knowledge of the institutional environment and how to bring about changes (Theory of Change).</li> <li>• Programme Management Cycle</li> <li>• Facilitation of multi-stakeholder processes</li> <li>• Has a good understanding of regional and global market dynamics.</li> <li>• Has a good understanding of sourcing policies of companies</li> <li>• Has a global vision, is able to see problems from different angles.</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicates clearly in a variety of settings and styles and has good networking skills.</li> <li>• Empathic ability</li> <li>• Can persuade, energize and inspire individuals and groups.</li> <li>• Has an understanding of human psychology</li> <li>• Can get messages across that have the desired effect</li> <li>• Good computer operation Word, Excel, PowerPoint, social media</li> </ul>
Attitude	<ul style="list-style-type: none"> <li>• Strategic thinker</li> <li>• Entrepreneurial approach</li> <li>• Communicative networker</li> <li>• Systematic and analytical</li> <li>• Result-oriented</li> <li>• Facilitating</li> <li>• Coordinating</li> <li>• Flexible</li> <li>• Team-oriented</li> <li>• Learning-oriented</li> <li>• Ability to interact positively in a multi-cultural setting</li> </ul>