

PROGRAMME OFFICER - VEGETABLES

Job Description

Version: June 2018

Part 1: Job Identity				
Position Title	Programme Officer		Grade/Level	2 ¹
Unit	Vegetable and Tea Programme team		Job Code	RO-PO
Location	Rikolto/VECO Vietnam RO office Hanoi with frequent field visits to project target areas			
Report to	Vegetable and Tea Program Coordinator			
Responsible for	None			
Relation and coordination	Name(s) of the functions or units		Type of relation e.g. coaching, sharing information etc.	
	PLA and Communication Officer		Support and coordination of planning, monitoring, evaluation and learning	
	Vegetable and tea Programme Officer		Support and collaboration in activity implementation under vegetable program	
	Finance Officer		Collaboration in financial – related activities	
	Regional Director		Information sharing; provision of input for IMT upon request	
Purpose of the Job	The Programme Officer, under the direct supervision of the Vegetable and Tea Programme Coordinator, supports and facilitates the implementation of the vegetable Programme in close coordination with other programme officers and partners so as to (i) support smallholder farmers to produce and market their vegetables sustainably; (ii) increase consumers’ access to healthy and quality food; and, (iii) improve peri-urban food and agriculture development policies.			
Part 2: Job Content and Context				
Duties and Responsibilities	<ul style="list-style-type: none">• Support the development of the vegetables programme, including fundraising activities together with the fundraising officer;• Provide support to the preparation and implementation of programme activities;• Conduct regular field visits to support colleague program officers and partners in the implementation of program activities;• Follow the progress of programme development and implementation;			

¹ Rikolto in Vietnam adopts a 6-rank system: Rank 6 = Programme Manager (Regional); Rank 5 = Department Managers; Rank 4 = Field Manager (Antenna Offices); Rank 3 = Unit Coordinators; Rank 2 = Field Antenna Officers; and Rank 1 = Office Assistants and Support Staff.

	<ul style="list-style-type: none"> • Participate in internal team meetings, workshops and gatherings organized by Rikolto for its staff • Contribute to building strong relationships with chain supporters and stakeholders; • Coach external consultants when applicable; • Continuously explore opportunities to develop self-professionalism; • Provide interpretation to visitors and expatriates when required and translate programme documents as required; • Liaise with other Rikolto staff members; • Provide inputs to the Communication Officer to develop communication materials; • Share and document lessons learned with Rikolto staff and other stakeholders; • Provide support and input to the Planning, Learning and Accountability Officer, including preparing relevant reports for donors, preparing for the annual programme review, and collecting data for programme indicators; • Act on behalf of the Programme Coordinator on request; • Represent Rikolto in external events, workshops and meetings related to the vegetable programme • Support Rikolto's advocacy activities towards private companies and authorities, including partnership building, event organisation, and drafting programme-related publications (i.e. policy briefs, case studies, etc.) • Other tasks that might be requested by the line manager
Authority	The Programme Officer position is a programme function without any direct supervisory function, but it requires an active coordination with programme staff at the Hanoi Regional Office and with field Programme Officers
Accountability	<ul style="list-style-type: none"> • Reporting on the field activities and sharing results; • Supporting programme interventions' planning, implementation, and monitoring; • Maintaining dynamic and working relationship with Programme Officers and management
Key Result Areas	<ul style="list-style-type: none"> • Increased quality and quantity of vegetable production and market access for farmers; • Increased capacity for farmer organisations; • Effective delivery of capacity building activities; • Improved relationships among chain actors; • Increased awareness of consumers on food safety and sustainability issues; • Progress made towards the vegetable programme's Structural Change Agenda.
Performance Indicators	<ul style="list-style-type: none"> • Yearly assessment report • Programme data and reports

Part Three: Job Competencies (Specifications)	
Academic Attainment	<ul style="list-style-type: none"> • A university degree in a relevant domain such as Agronomy, Business, Agricultural Economics, or Rural Development;

Knowledge, Skills and Ability Requirements	<ul style="list-style-type: none"> • Hands on experience with network building between producers and other chain actors; • Practical mind-set and result-oriented • Creative in finding solutions • Good networker • Very good working knowledge of English, both spoken and written. • Very good knowledge of Vietnamese both spoken and written • Solid experience in coaching
Work Experience	<ul style="list-style-type: none"> • At least 3 years in value chain development and proven experience in the vegetable sector in Vietnam, working with a variety of stakeholders; • Has experience in programme implementation support and project cycle reporting; • Experience on advocacy, policy analysis and policy influencing in the Vietnamese context; • Experience working on environmental sustainability, gender and youth mainstreaming in agricultural value chains is desirable
Aptitude and Interests	<ul style="list-style-type: none"> • Positive attitude towards learning & sharing • Strategic thinker • Entrepreneurial approach • Communicative networker • Systematic and analytical • Result-oriented • Flexible • Team-oriented

Expected starting date: As soon as possible.