

Terms of Reference

Position:	GCP Vietnam Program Officer
Organization:	GCP Vietnam
Location:	Hanoi with frequent traveling to the Central Highland
Reporting to:	GCP Vietnam Program Manager
Expected start:	1 June 2019
Remuneration:	Highly competitive

1. BACKGROUND

The Global Coffee Platform (GCP) is an inclusive multi-stakeholder sustainability platform aligning the activities of a diverse network of stakeholders to set into action the global commitments and create a thriving and sustainable coffee sector. The GCP also supports the use of the Baseline Common Code, a set of globally referenced baseline principles and practices for coffee production and processing. Through the support of this reference code, the GCP aims to enable sector-wide adoption of minimum sustainability requirements.

The members of the Global Coffee Platform include farmers and farmer organizations, trade (importers and exporters), industry (coffee roasters and retailers), other supply chain actors, civil society, individuals, and donor agencies and many other organizations.

The GCP Vietnam Program Officer is responsible for supporting the GCP Vietnam team.

2. KEY RESPONSIBILITIES

Program management and accountability

- Support the PM to ensure effective implementation of the annual plans and targets sets by the program team;
- Support the PM to develop budget plan and monitor budget allocation for the activities in line with the approved country plan;
- Support the PM to develop ToRs and monitor activities at field level and consultancy assignments in delivering results per the key performance indicators and budgets agreed upon, identify problems and discuss solutions with the project and assignment implementers;
- Support the development of new projects, including supporting government and business partners to strengthen the project concepts and proposals;
- Collect and analyze required information to support program development;
- Negotiate contracts and manage implementing partners and consultants, in close collaboration with legal and finance experts in the Head office;
- Support the GCP accountant to review the activities' budget and check the relevant invoices/accounting documents;
- Contribute independently to writing annual plans and annual reports.

Linking and learning

- Support the PM in convening, connecting and facilitating coffee multi-stakeholder platforms and local ppp platforms related, including Vietnam Coffee Coordination Board (VCCB), Vietnamese and global coffee private sector, Agrochemical Taskforce;
- Contribute to further development and maintenance of a relevant network of institutions and individuals, including Vietnam Sustainable Agricultural Transformation program (VnSAT), national and local government, business, research institutions, and international donors;

- Support the development of program communication materials, such as writing newsletters, website articles, fact sheets, etc. in collaboration with external partners;
- Ensure that country experiences and regional work are linked to and learn from each other and communicate evidence-based learning across the program.

Representation and advocacy

- Support the PM to identify critical opportunities for external influence in the coffee sector;
- Represent GCP for the exchange of good practices and fundraising efforts, as required.

Other support tasks

- Support the organization, including content and logistics, for meetings and workshops organized by CGP and its partners as part of the program;
- Support logistic work for learning visits from Head office or other related partner organizations.

3. SKILLS, EXPERIENCE AND KNOWLEDGE

Essential

- At least 5 year experience of coordination and management of agriculture projects, particularly coffee projects;
- Good experience in working in agricultural value chains, particularly coffee value chain;
- Experience of coffee value chain, private sector engagement and policy advocacy, with ability to apply underpinning knowledge in day-to-day work;
- Strong interpersonal skills and the ability to work effectively in a multi-cultural environment;
- Ability to support and influence others to lead and manage effectively;
- Flexible and creative approach in recognizing and responding to challenges and opportunities;
- Self-reliant, flexible and able to handle pressure, competing deadlines and multiple priorities;
- Willingness to travel up to 30% of working time.

Desirable

- Good written and oral communication, facilitation and representation skills;
- Ability to facilitate communication, learning and knowledge management;
- Experience of the coffee value chain with knowledge of coffee sector stakeholders.

This job description is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder.

4. APPLICATION AND SELECTION

If you find yourself qualified and interested in this challenging and inspiring job, please send your cover letter and CV to Ms. Lien at nguyenlien@globalcoffeeplatform.org by 20 May 2019. Only shortlisted candidates will be contacted for interviews.

The interview and selection process will be done within the week of 21-24 May. The selected candidate will be contracted in May and expected to start as soon as possible (June 2019).