

Job Description



FUNCTION: Project Officer

DATE: 1st October 2018

Part 1: Job Identity			
Position Title	Project Officer	Grade/Level	TBD
Unit	Action Research Unit	Job Code	TBD
Location	Rikolto in Vietnam Regional Office in Hanoi with occasional travel in Vietnam		
Reports to	Regional Director		
Responsible for	None		
Relation and coordination	<i>Name(s) of the functions or units</i>	<i>Type of relation e.g. coaching, sharing information etc.</i>	
	Regional Director	Reporting; progress and information sharing; provision of input for fundraising, communication upon request.	
	Research Advisor	Progress and information sharing; reporting; provision of input for fundraising, communication upon request.	
	Action Research Unit	Implementation of the project ' <i>Increasing fruit and vegetable intake of low-income populations in Vietnam and Nigeria through food system innovations</i> ' (FVN project); providing assistance to and sharing information with the project's partners, consultants, interns, volunteers, including collaborating with them on activities' design and preparation, evaluation, data collection, analysis and report writing; and providing translation services when needed.	
	Programme Coordinators and officers	Alignment and integration of programme needs with research opportunities; collaboration on logistics for field research; Sharing experience, information, and progress.	
	Communication and fundraising Officer	Information sharing; content provision for social media and website updates; collaboration on the development and design of project-related publications; collaboration on funding needs assessment and budgeting for food system and food safety proposals; inputs for the development of relevant proposals on food system and food safety at traditional markets.	
	Junior Planning, Learning and Accountability Officer	Coordination for the integration of project learnings into periodic reviews / planning of the programme, joint reporting for the project.	
	Finance, Human Resource and Admin Unit	Compliance with Rikolto's cost norms and financial accountability requirements; collaboration on financial and administrative matters.	

Purpose of the Job	<p>The purpose of the Project Officer is:</p> <ol style="list-style-type: none"> 1. to ensure the efficient and effective implementation of the FVN project and emerging food system research activities in collaboration with universities and research organizations, 2. to facilitate, assist and monitor partners' implementation of the FVN project's activities, 3. to increase the linkages between Rikolto & research organisation partners to support better delivery of the FVN project, and 4. to contribute to Rikolto in Vietnam's communication and fundraising efforts on food systems.
Part 2: Job Content and Context	
Duties and Responsibilities	<p>FVN project implementation</p> <ol style="list-style-type: none"> 1. Carry out research activities in the project, including literature reviews, survey and questionnaire design, data collection, data analysis, and writing 2. Assist and coordinate the logistics for data collection and baseline and end-line survey, including recruitment and supervision of enumerators, securing authorities' approval, organising transportation and accommodation, etc. 3. Carry out the project's intervention activities including, for instance, retail innovations, coupon scheme, monitoring food flow to traditional markets, establishment of safe food supply chains to traditional markets 4. Assist implementing partners (i.e. Hanoi Department of Agriculture and Rural Development, consumers' associations) in developing implementation plans and corresponding budget planning to implement the project's interventions 5. Monitor partners' implementation processes in order to ensure sustainable impact 6. Prepare and draft donor reports for project-related interventions up to a high standard and on a timely basis. <p>Fundraising and communication</p> <ol style="list-style-type: none"> 1. Collaborate with the Communications Officer on the development of research-related communication outputs such as publications, policy briefs, case studies, newspaper articles, website articles, blog posts and social media posts 2. Liaise with the Programme Team and the Programme Development and support team to identify research priorities and research-related funding needs 3. Liaise with the Research Advisor and Communication and Fundraising Officer for the integration of research needs into Rikolto's fundraising strategy and workplan 4. Identify potential (research) partners, locally and internationally with whom to co-design and co-implement research projects 5. Identify events and networks to engage with from an action research perspective, and follow-up on fundraising and collaboration opportunities 6. Liaise with the programme development and support team at Rikolto in Vietnam for quality control and advice 7. Represent Rikolto in Vietnam in the FVN project-related events and networks.
Authority	<p>The project officer is a member of the Action Research Unit without direct supervisory function which requires an active coordination with the Research Advisor, Programme staff and the Programme Development and Support team at the Hanoi Regional Office.</p>

Accountability	<ul style="list-style-type: none"> • Ensuring the timely, adequate and effective implementation of Rikolto in Vietnam's FVN project • Maintaining good relations with the Research Advisor, Programme team, Programme Development and Support team, and management • Implementing successful interventions in the scope of the FVN project
Key Result Areas	<ul style="list-style-type: none"> • Effective coordination, accountability and delivery of Rikolto's FVN project in order to significantly contribute to improving the adequacy, impact and relevance of Rikolto in Vietnam's programme • Additional financial resources are secured for the implementation and expansion of Rikolto in Vietnam's activities • Regular updates on activities and progress are documented and shared internally and externally
Performance Indicators	<ul style="list-style-type: none"> • Yearly assessment report • Research data and reports • Fundraising proposals and funding obtained

Part Three: Job Competencies (Specifications)

Academic Attainment	<ul style="list-style-type: none"> • At least a bachelor's degree in a relevant domain (i.e. agriculture, sociology, economics, rural development, food systems or equivalent). • Substantial knowledge and expertise on value chains, food systems, traditional markets, food safety, and nutrition
Language	<ul style="list-style-type: none"> • Very good working knowledge of English, both spoken and written • Very good knowledge of Vietnamese both spoken and written
Work Experience	<ul style="list-style-type: none"> • At least 3 years of experience working on agricultural or food systems research (i.e. value chain development, food safety, nutrition, etc.); Proven experience of working in Vietnam with a variety of stakeholders (i.e. consumers, vendors, government, private sector, etc.) • Experience in implementing problem-focused interventions (including investigating situations, and designing and implementing interventions for development impact) • Work experience in one of the relevant research areas listed above in an international organization is highly desired
Knowledge, Skills and Ability Requirements	<ul style="list-style-type: none"> • Good understanding of the concepts of food safety, nutrition, traditional markets, food retail sector, value chain development, and the agricultural sector in Vietnam • Good skills in research monitoring is an asset • In-depth understanding of the functioning of agri-food value chains from production to consumption, including chains' institutional environment, rural communities' socio-cultural system, consumers' behaviours and preferences, and business practices in the chains • Communicates clearly in a variety of settings and styles and has good networking skills, including in an international environment

Personal competences	<ul style="list-style-type: none">• Ability to work in an international and multicultural team• Has a global vision and is able to see problems from different angles• Very good communication and information management skills• Ability to structure own work independently• Systematic and analytical thinking• Practical mind-set, and result oriented• Open to working with the private sector (pragmatic)• Constructively challenges self and others (making it happen)• Can be relied upon to deliver commitments (accountable)• Willingness to learn and share lessons learnt (active learner)• Acts with integrity and respects others (working together)
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