

Job Description



FUNCTION: Programme Manager

DATE: 30 Nov 2020

Part 1: Job Identity			
Position Title	Programme Manager	Grade/Level	TBD
Unit	Programme	Job Code	TBD
Location	Rikolto in Vietnam Regional Office in Hanoi with occasional travel in Vietnam and abroad		
Reports to	Regional Director		
Responsible for	Vegetable and Tea Programme Coordinator, Food Smart City Programme Coordinator, Rice Program Officers, and FVN Project Officer		
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	Information sharing; provision of input for iMT upon request; reporting; joint networking, proposal writing, fundraising budgeting.	
	Programme Coordinators and officers	Alignment and integration of programme needs; collaboration on strategic planning and reflection on the intervention programme; coordination for the integration of intervention learning into programme implementation; assessment of funding needs.	
	Fundraising and Communication Officer	Information sharing; content provision for social media and website updates; collaboration on the development and design of programme-related publications.	
	Junior Planning, Learning and Accountability Officer	Coordination for the integration of intervention learnings into periodic reviews/planning of the programme, joint reporting for intervention programme.	
	Finance, Human Resource and Admin Unit	Compliance with Rikolto cost norms and financial accountability; Collaboration on financial management and programme budgeting; collaboration on financial and administrative matters; collaboration on funding needs assessment and budgeting for proposals.	

Purpose of the Job	<p>The purpose of the Programme Manager is to</p> <ol style="list-style-type: none"> 1. Ensure the efficient and effective management, coordination and implementation of ongoing and emerging intervention programmes and projects in collaboration with partners 2. Facilitate the dissemination and integration of interventions’ achievements into the design and implementation of Rikolto in Vietnam’s strategic planning and development 3. Contribute to Rikolto in Vietnam’s fundraising efforts, and coordinate food-system-related interventions and projects when funding comes 4. Lead and coordinate, together with Regional Director, the strategic reflection and planning of Rikolto intervention strategies and programmes 5. Coordinate actions at regional level promoting exchanges and up-scaling of Rikolto’s core businesses and values and leading to structural changes at regional level.
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Part 2: Job Content and Context

Duties and Responsibilities	<p><i>Programme management and coordination</i></p> <ul style="list-style-type: none"> - Manage ongoing and emerging programme interventions, activities and projects, including: (1) DGD programme (food smart city, rice, and vegetable); (2) project ‘Increasing fruit and vegetable intake of low-income populations in Vietnam and Nigeria through food system innovations’ (FVN project); and other emerging projects/programmes. - Coordinate rice programme, including, for instance, to manage, supervise the programme team and monitoring/evaluation of progress; Develop, align and adjust Rice programme strategies and policies to develop inclusive business models for sustainably produced Rice at national level in line with the Rikolto global strategies and policies and more specifically the objectives as set for the international Rice cluster; and manage relationships with partners and external stakeholders (companies, service providers, government agencies, networks, donors and other development actors) relevant for the Rice programme. - Coordinate FVN project’s interventions and activities, including, for instance, to ensure the efficient and effective implementation of the project; to facilitate, assist and monitor partners’ implementation of the FVN project’s activities; and to increase the linkages between Rikolto & research organization partners to support better delivery of the project, and to contribute to Rikolto in Vietnam’s communication and fundraising efforts on food systems. - Collaborate with and assist research partners, interns and volunteers in conducting research activities, including coaching, training, feedback and information sharing, facilitating administrative procedures in relation to field work for data collection, and organizing and monitoring research implementation processes. - Manage programme coordinators and staff in conducting intervention activities/projects that are within the programme’s scope. - Liaise with the Planning, Learning and Accountability Officer and the Programme Team for the integration of intervention learnings in periodic programme reviews and planning activities. <p><i>Strategic planning and development</i></p> <ul style="list-style-type: none"> - Plan and implement strategies to develop Rikolto in Vietnam’s core values and businesses, including, for instance, participatory Guarantee System, Inclusive Business Relationship, Food smart city, smart urban food governance, Sustainable Rice Production, Integrated rice farming system
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	<ul style="list-style-type: none"> - Provide strategic, methodological and technical guidance to programme staff in designing, planning, implementing, monitoring and adjusting actions meant to achieve structural change - Guide, supervise, follow up and coordinate programme staff to measure, monitor, analyse, document and communicate the outcomes of the intervention as evidence for achieving structural changes and up-scaling as well as aligning with Rikolto's development strategy - 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. - Lead the development of inclusive business relationship as a core value of Rikolto Vietnam <p>Fundraising and communication</p> <ul style="list-style-type: none"> - Collaborate with the Communications Officer on the development of intervention-related communication outputs such as publications, policy briefs, case studies, newspaper articles, website articles, blog posts and social media posts - Liaise with the Programme Team and the Programme Development and Support Team to identify intervention priorities and intervention-related funding needs - Liaise with the Programme Development team for the integration of intervention needs into Rikolto's fundraising strategy and workplan - Together with Programme Development team, develop and write attractive proposals and concept notes for Rikolto in Vietnam and submit to appropriate funders - Identify events and networks to engage with from a programme intervention perspective, and follow-up on fundraising and collaboration opportunities - Liaise with the programme development and support team at Rikolto in Vietnam for quality control and advice - Represent Rikolto in Vietnam in networking-related events and networks.
Authority	The Programme Manager is a manager of the Programme Unit which requires a responsive management of programme coordinators and an active coordination with Programme team and the Programme Development, provide technical expertise and advices and support team at the Hanoi Regional Office. The Programme Manager is under the direct supervisory function of Regional Director.
Accountability	<ul style="list-style-type: none"> • Ensuring the timely, adequate and effective implementation of Rikolto in Vietnam's programme interventions, activities and projects • Maintaining good relations with Programme team, the Programme Development and Support team, and Admin, Finance and Human Resource team. • Implementing successful interventions strategies to ensure credibility and accountability of Rikolto in Vietnam's core intervention programmes
Key Result Areas	<ul style="list-style-type: none"> • Programme interventions significantly contribute to improving the adequacy, impact and relevance of Rikolto in Vietnam's programmes • Effective coordination, accountability and delivery of Rikolto's inter, including on food systems • Additional financial resources are secured for the implementation and expansion of Rikolto in Vietnam's core intervention programmes on food systems • Regular updates on intervention strategies, activities and progress are documented and shared internally and externally
Performance Indicators	<ul style="list-style-type: none"> • Yearly assessment report • Key performance indicator report • Interventions and project data and reports

Part Three: Job Competencies (Specifications)

Academic Attainment	<ul style="list-style-type: none"> At least MSc degree in a relevant domain (i.e. agriculture, sociology, economics, rural development, food systems or equivalent) from abroad. PhD degree in the relevant domain from abroad is a great asset Substantial knowledge and expertise on food systems, value chains, inclusive business, governance and climate change related issues
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 10 years of experience working with value chain development and development programme in Agricultural sector Proven experience of working in Vietnam with a variety of stakeholders (i.e. farmers, government, private sector, etc.), and having a leading role in programme management Experience with writing high-level publications in English, including journal papers, grants and reports
Knowledge, Skills and Ability Requirements	<ul style="list-style-type: none"> Good understanding of inclusive business, development and social inclusion, value chain development, and sustainability in the agricultural sector in Vietnam In-depth understanding of the functioning of agri-food value chains and food system from holistic perspective Familiarity with Theory of Change approach, and strategic programme planning and management Communicates clearly in a variety of settings and styles and has good networking skills, including in an international environment Ability to write strong concept notes and proposals in English based on Rikolto's current programme and identified funding needs
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, result oriented Strong affinity with Rikolto's mission and values (commitment) Open to working with the private sector (pragmatic) Constructively challenges self and others (making it happen) Can be relied upon to deliver commitments (accountable) Inspires people to act in accordance with the vision, mission, values & plan of Rikolto (alignment). Creates strong morale and spirit in his/her team, fosters open dialogue and shares successes, and positive attitude focused on win-win solutions (building effective teams) Willingness to learn and share lessons learnt (active learner) Acts with integrity and respects others (working together)