



Job Description

FUNCTION: **RICE PROGRAMME MANAGER**

DATE: 02 November 2022

Part 1: Job Identity			
Position Title	Rice Programme Manager	Grade/Level	11-12
Unit	Rice Programme	Job Code	PD
Location	Rikolto Office in Hanoi, Vietnam (Business travel involve)		
Report to	Global Rice Programme Director		
Line Manager of	Rice Programme Team in Vietnam and other Southeast Asia (SEA) Country(ies)		
Key working relationship	Ensure smooth collaboration within Rikolto in Vietnam and in SEA, the working relation will involve:		
	Internal	Other Programme Manager(s)	
		Collaboration with other rice programme team at regional, global and other relevant programme related functions (i.e. M&E...)	
		Operations Unit (Finance, Fundraising/Communication, Administration, IT, etc..) at country, regional and global level	
	External	Representation and coordination with the relevant authorities, private and public partners and donors	
		Rice platforms/working groups, other respective institutions, other INGOs/NGOs	
		Programme partners and collaborators, both private and public institutions	
Purpose of the Job	<ul style="list-style-type: none">• Lead the strategic reflection and planning of Rikolto strategies and programmes;• Ensure the efficient and effective implementation of programmes and projects;• Be responsible for Rikolto in Vietnam and SEA programme development and fundraising efforts;• Manage the Vietnam and SEA Rice Programme Team.		
Part 2: Job Content and Context			
Duties and Responsibilities	<div>1. Strategy Development and Programme Design</div> <ul style="list-style-type: none">• Contribute to the development of the global mission, vision, frameworks, value and strategies of Rikolto and of the Rice Programme;• Develop SEA and Vietnam rice programme goals, strategy and programme, in collaboration with the Rice Programme Team;		

	<ul style="list-style-type: none"> • Coordinate the programme development and actively seeking new ideas and initiatives to expand the programme; • Pro-active provide feedback and initiate solutions to improve the programme implementation. <p>2. Programme Management</p> <ul style="list-style-type: none"> • Lead the Rice Programme implementation in Vietnam and SEA; • Actively connect and ensure coherence and promote synergy and collaboration with the different programmes in Vietnam and SEA; • Together with the SEA Management Team, ensure shared resources are employed efficiently and supporting all the programmes; • Regularly monitor, evaluate and report Rice Programme implementation. This includes drawing lessons learned to adjust and improve performance to achieve Vietnam and SEA programme goals and targets; • Ensure that the Rice Programme Team take up their M&E responsibility and its use for learning, evidence building and accountability by coordinating and provide guidance and support to the Team members in the implementation of the programme, M&E system and strategies (Evidence for Impact, Inclusive Business, multistakeholder facilitation, etc.). <p>3. Team Management and Learning</p> <ul style="list-style-type: none"> • Motivate, advise and coach towards high performance of the Rice Programme and Team members as well as give regular feedback and discuss a growth plan for the Team; • Together with the SEA Management Team, ensure all staff (programme and support) wellbeing; • Facilitate learning dynamics within and between programmes in Vietnam and SEA to enhance synergy and complementarities; • Ensure two ways communication between the SEA Rice Programme Team and the Global Rice Programme Team with respect to decisions, context and resources. <p>4. Operations and Budgeting</p> <ul style="list-style-type: none"> • Support Global Rice Programme Director to prepare and monitor the 5-year global financial ambition; • Lead the preparation of programme and partner budget and forecast and monitor the budget use, with the support of the Vietnam and SEA Operations Managers; • Ensure the Operations (finance, HR, Administration) Policies are implemented consistently within the rice programme. <p>5. Networking and Fundraising/Communication</p> <ul style="list-style-type: none"> • Establish and nurture networking and positioning Rikolto in Vietnam and SEA; • Lead the fundraising efforts including donor and partner intelligence and outreach relationship building and maintenance to achieve more impact; • Co-design criteria to select proposals and review calls with support from the Global Rice Programme Director; • Draft quality concept notes and proposals, including managing the consultant if any; • Develop budget in concept notes and proposals with support from the Operations Manager;
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	<ul style="list-style-type: none"> • Ensure fundraising processes are taken up including updates in the fundraising information system; • Provide the Communications team with ideas and information to increase Rikolto's visibility in the rice sector in Vietnam and SEA.
Authority	The Rice Programme Manager is under the direct supervision of the Global Rice Programme Director and a member of the SEA Management. This means the Rice PD will lead and manage the Rice programme team at the Regional level to contribute to the Rice Programme Goals which also to make sure that the different programmes in SEA are contributing to Rikolto's mission and ambition.
Accountability	<ul style="list-style-type: none"> • Final responsible person for the Rice Programme in Vietnam and SEA, with an additional responsibility on starting up the Cocoa Programme for Vietnam; • Ensuring the timely, adequate and effective implementation of the rice programme in Vietnam and the suitable inclusive business approaches for the programme; • Develop the rice programme in Vietnam and SEA region with successful fundraising to meet the ambition set out according to the 5-year global ambition; • Develop strong partnerships with stakeholders and target groups in the rice programme, maintaining good networking in Vietnam and SEA region to facilitate programme development and implementation; • Implementing successful rice interventions strategies to ensure credibility and accountability of Rikolto's core intervention programmes in Vietnam and the IB approaches applied efficiently.
Key Result Areas	<ul style="list-style-type: none"> • Effective coordination, accountability and delivery of Rikolto's strategy and its implementation for Rice programme in Vietnam and SEA; • Additional financial resources are secured for the implementation and expansion of the rice programme in Vietnam and SEA region; • Regular updates on intervention strategies, activities and progress are documented and shared internally and externally.
Performance Indicators	<ul style="list-style-type: none"> • Rice Programme developed with successful fundraising to expand the programme; • Key outcomes delivered for the rice programme; • Strong and wide networks; • Solid interventions, programme data and reports delivered. • Year goals set and delivered

Part 3: Job Competencies (Specifications)	
Academic Attainment	<ul style="list-style-type: none"> • Master Degree in Development Management, Agriculture, Agronomy, Economics, Food Systems or Environmental Sciences and Business or equivalent;
Work Experience	<ul style="list-style-type: none"> • At least 7 years in development programme and organisational management, value chain development and food systems approach, and proven experience in the Rice Sector in Vietnam and SEA; • Having leadership/senior management role and intercultural competence;

Knowledge, Skills and Ability Requirements	<ul style="list-style-type: none"> • Proven experience in strategy development, programme and organisational development and management; • Excellent knowledge on finance and budgeting; • Experienced in proposal and report writing; • Excellent understanding of the regional and Vietnam rice sector and experienced in promoting regenerative agriculture, sustainability, inclusive business, youth inclusion and gender transformative approaches; • Experienced in (multi) stakeholder engagement and facilitation including farmer organisations, government, private actors, multi-stakeholder platforms, etc.; • Strong analytical skills and ability for inclusive problem solving; • Good communication skills and ability to adapt to various context and setting (including local, regional, international); • Ability to motivate, coach and manage team dynamics.
Competencies	<ol style="list-style-type: none"> 1. Core (competencies applied to all job levels and career stages): <ul style="list-style-type: none"> • Initiating; • Collaboration; • Communications for results; • Leading self. 2. Technical (the knowledge & skill required for a specific job): <ul style="list-style-type: none"> • Building networks; • Quality oriented. 3. Leadership (knowledge & skill important to be an effective leader): <ul style="list-style-type: none"> • Innovative; • Problem solving; • Stimulating others; • Leading the organization.
Language	<ul style="list-style-type: none"> • Excellent command of Vietnamese and English (in reading, speaking, understanding and writing).