# Job Description

**FUNCTION:** RICE PROGRAMME INTERN  
**DATE:** 17 January 2024

## Part 1: Job Identity

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Rice Programme Intern</th>
<th>Grade/Level</th>
<th>0</th>
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</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Rice Programme</td>
<td>Job Code</td>
<td>RO-PI</td>
</tr>
</tbody>
</table>
| Location           | Rikolto Office in Hanoi, Vietnam  
(business travel involve) |
| Report to          | Rice Programme Manager |
| Line Manager of    | None                  |

### Key working relationship

Ensure smooth collaboration within and outside Rikolto in Vietnam, the working relationship will involve:

| Internal | Collaboration with programme team in Vietnam and in Southeast Asia  
Operation Units (Finance, Communication, Administration, IT, etc.) at country office |
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<tbody>
<tr>
<td>External</td>
<td>Programme partners and collaborators</td>
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</table>

### Purpose of the Job

The Rice Programme Intern, under the direct supervision of the Rice Programme Manager and in close coordination with other project officers, partners and actors in the food chains, supports and assists the implementation of the Rice Programme in Vietnam.

## Part 2: Job Content and Context

### Duties and Responsibilities

- Support Rice Programme Manager and Officer in implementing programme activities and events;
- Data collection and data entry;
- Actively participate in internal learning events such as meeting, workshops, and gatherings;
- Provide assistance including interpretation to visitors and expatriates when required and translate programme documents as required;
- Having opportunity to learn from Rikolto programme and operations and continuously explore opportunities to develop self-professionalism;
- Other tasks that might be requested by the line manager.

### Authority

- None
### Accountability
- Supporting programme interventions’ planning, implementation, and monitoring;
- Maintaining dynamic and working relationships with programme colleagues and management.

### Key Result Areas
- Managing logistics of Rice Programme activities and events efficiently;
- Joined up thinking and action with programme staff and stakeholders through sharing of information and capacity building.

### Performance Indicators
- Interventions and programme data and reports.

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### Part 3: Job Competencies (Specifications)

#### Academic Attainment
- Student or fresh graduated student (Has an education background in one of the following domains: Agronomy, Business, Diplomacy is an advantage).

#### Work Experience
- No requirement

#### Knowledge, Skills and Ability Requirements
- Good spoken and written English skills;
- Good communication skill;
- Computer literate (Microsoft Word and Excel are required);
- Well organized and respectful of deadlines.