

JOB DESCRIPTION



FUNCTION: Rice Programme Coordinator – VECO Vietnam

DATE : 14 April 2017 (Final)

Context

Purpose	To develop inclusive business models for sustainably produced rice and work towards mainstreaming them across the Vietnamese rice subsector	
External key relationships	<ul style="list-style-type: none"> ▪ Donors and funding agencies for the Rice programme in Vietnam, both public and private actors ▪ Partner organisations and implementing partners ▪ Companies from private sector engaging with smallholders ▪ Service providers ▪ Government Agencies 	
Reports to	Regional Director	
Manages	Programme Officers for Rice Programme	
Relation and Co-ordination	Name(s) of the functions or units	Type of relations
	Fund Raising Officer	Preparation of concept notes and proposals
	Rice Cluster Lead	Strategic planning and monitoring of the Rice programme and link to Rice cluster work.
	Finance & Admin Manager	Compliance with VECO cost norms and financial accountability
	PLA Coordinator	Coordination on planning and monitoring for donor reporting
Position in the organisation	Coordinator Part of the Management Team Final responsible person for Rice programme in Vietnam	
Location	VECO Vietnam Regional Office, Hanoi, Vietnam	
Job size	Full-time	
Travels	Travel in and outside VECO programme areas as needed	

Responsibilities

- Lead the Rice programme in Vietnam including management, supervising 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 VECO global strategies and policies and more specifically the objectives as set for the international Rice cluster.

- Provide strategic, methodological and technical guidance to Rice programme staff in designing, planning, implementing, monitoring and adjusting actions meant to achieve structural changes targeted.
- Coordinate the Involvement of other VECO staff in Vietnam for supporting the Rice Programme as needed.
- Manage relationships with partners and external stakeholders (companies, service providers, government agencies, networks, donors and other development actors) relevant for the Rice programme.
- Coordinate actions at national level promoting exchanges and up-scaling of inclusive business models and leading to structural changes at national level.

Outputs and services

- Guide and supervise the alignment of the selected chain development pilots for the Rice programme with the strategy for inclusion and with their contribution to the planned structural changes.
- Represent VECO Vietnam in the International Rice Cluster, coordinate communication and play a proactive role in developing, implementing and monitoring its activities.
- Advise and guide Rice programme staff at field level on actions geared at the development of the pilot chains and at achieving the structural change agendas at national level.
- Follow up and coordinate programme staff to measure, monitor, analyse, document and communicate the outcomes of the pilots as evidence for achieving structural changes and up-scaling.
- Follow-up and coordinate the monitoring/evaluation and documentation of progress for the Rice programme.
- Carry out actions geared at achieving the structural change agendas (SCA) at regional level, specifically in relation to the Sustainable Rice Platform (SRP).
- Organize learning and reflection spaces on programme together with the PLA coordinator.
- Coordinate the establishment and strengthening of networking with other organisations in Vietnam and the region that have a stake in the Rice sector.
- Coordinate the establishment and strengthening of relationships with various private companies in the Rice sector in Vietnam interested in sustainable sourcing from smallholder farmers.
- Analyse and document the changing national and regional context in relation to the Rice sector and with regards to opportunities with/demands from other companies.
- Compile and analyze experiences and documents on inclusive business models for sustainable Rice by other organizations to gain stock of lessons that could inform formulation, planning and implementation of VECO's Rice programme.

Job Requirements

Qualifications and technical knowledge	Master Degree in Agriculture, Economics, Rural Development or equivalent experience
Languages	Very good working knowledge of English, both spoken and written. Very good knowledge of Vietnamese both spoken and written.
Experience	At least 5 years in value chain development and proven experience in the Rice sector in Vietnam, working with a variety of stakeholders, and having a leading role in programme management

Skills and knowledge	<ul style="list-style-type: none"> • Has an in depth understanding of the functioning of agrifood value chains from production to consumption. • Has a good understanding of the Rice sector in Vietnam and the region. • Has a good understanding of sourcing policies of companies • In-depth knowledge of the institutional environment and how to bring about changes (Theory of Change). • Programme Management Cycle • Facilitation of multi-stakeholder processes • Has a global vision, is able to see problems from different angles. • Communicates clearly in a variety of settings and styles and has good networking skills, including in an international environment • Empathic ability • Can persuade, energize and inspire individuals and groups. • Has an understanding of human psychology • Can get messages across that have the desired effect • Good computer operation Word, Excel, PowerPoint, social media
Attitude	<ul style="list-style-type: none"> • Strategic thinker • Entrepreneurial approach • Communicative networker • Systematic and analytical • Result-oriented • Facilitating • Coordinating • Flexible • Team-oriented • Learning-oriented • Ability to interact positively in a multi-cultural setting