

TEMPORARY VEGETABLE PROGRAMME OFFICER

Job Description

Version: March 2019

Part 1: Job Identity			
Position Title	Temporary Vegetable Programme Officer	Grade/Level	
Unit	Vegetable and Tea Programme team	Job Code	
Location	Rikolto/VECO Vietnam RO office Hanoi with frequent field visits to project target areas		
Report to	Vegetable and Tea Program Coordinator		
Responsible for	None		
Relation and coordination	Name(s) of the functions or units	Type of relation e.g. coaching, sharing information etc.	
	PLA and Communication Officer	Support and coordination of planning, monitoring, evaluation and learning	
	Vegetable and Tea Programme Officer	Support and collaboration in activity implementation under vegetable program	
	Finance Officer	Collaboration in financial – related activities	
	Regional Director	Information sharing; provision of input for IMT upon request	
Purpose of the Job	The incumbent, under the direct supervision of the Vegetable and Tea Programme Coordinator, supports and facilitates the implementation of the vegetable Programme in close coordination with other programme officers and partners so as to (i) support smallholder farmers to produce and market their vegetables sustainably; (ii) increase consumers' access to healthy and quality food; and, (iii) improve peri-urban food and agriculture development policies.		
Part 2: Job Content and Context			
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide support to the preparation and implementation of programme activities; • Conduct regular field visits to support colleague program officers and partners in the implementation of program activities; • Follow the progress of programme development and implementation; • Participate in internal team meetings, workshops and gatherings organized by Rikolto for its staff • Provide interpretation to visitors and expatriates when required and translate programme documents as required; • Liaise with other Rikolto staff members; 		

	<ul style="list-style-type: none"> • Provide inputs to the Communication Officer to develop communication materials; • Share and document lessons learned with Rikolto staff and other stakeholders; • Represent Rikolto in external events, workshops and meetings related to the vegetable programme; • Support Rikolto’s advocacy activities towards private companies and authorities, including partnership building, event organisation, and drafting programme-related publications (i.e. policy briefs, case studies, etc.); • Other tasks that might be requested by the line manager.
Authority	The incumbent is a programme function without any direct supervisory function, but it requires an active coordination with programme staff at the Hanoi Regional Office
Accountability	<ul style="list-style-type: none"> • Reporting on the field activities and sharing results; • Supporting programme interventions’ planning, implementation, and monitoring; • Maintaining dynamic and working relationship with Programme Officers and management.
Key Result Areas	<ul style="list-style-type: none"> • Increased quality and quantity of vegetable production and market access for farmers; • Increased capacity for farmer organisations; • Effective delivery of capacity building activities; • Improved relationships among chain actors; • Increased awareness of consumers on food safety and sustainability issues.
Performance Indicators	<ul style="list-style-type: none"> • Programme data and reports

Part Three: Job Competencies (Specifications)	
Academic Attainment	<ul style="list-style-type: none"> • A university degree in a relevant domain such as Agronomy, Business, Agricultural Economics, or Rural Development
Knowledge, Skills and Ability Requirements	<ul style="list-style-type: none"> • Hands on experience with network building between producers and other chain actors • Practical mind-set and result-oriented • Creative in finding solutions • Good networker • Very good working knowledge of English, both spoken and written • Very good knowledge of Vietnamese, both spoken and written • Solid experience in coaching
Work Experience	<ul style="list-style-type: none"> • At least 3 years in value chain development and proven experience in the vegetable sector in Vietnam, working with a variety of stakeholders; • Has experience in programme implementation support; • Experience on advocacy, policy analysis and policy influencing in the Vietnamese context is desirable; • Experience working on environmental sustainability, gender and youth mainstreaming in agricultural value chains is desirable.

Aptitude and Interests	<ul style="list-style-type: none">• Positive attitude towards learning & sharing• Strategic thinker• Entrepreneurial approach• Communicative networker• Systematic and analytical• Result-oriented• Flexible• Team-oriented
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This is a fixed term position for a duration of 6 months, starting from 01 April 2019. There will be an opportunity to extend the contract to one year depending upon the interest.