



## JOB DESCRIPTION

### COCOA and COFFEE PROGRAMME MANAGER

<b>Duty Station</b>	: Denpasar, Bali, Indonesia (business travel involved)
<b>Reporting to</b>	: Global Director of Cocoa and Coffee Programme
<b>Line Manager / Responsible for</b>	: Cocoa and Coffee Programme Team, Indonesia
<b>Update Version</b>	: December 2025

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#### **1. About Rikolto International**

Rikolto is an international network organisation with more than 40 years of experience in partnering with farmer organisations and food chain stakeholders across Africa, Asia, Europe and Latin America. The organisation run programmes in 17 countries worldwide through seven regional offices with a network secretariat in Leuven, Belgium. We're a close-knit network of accessible and knowledgeable colleagues, willing to share experience and eager to inspire others. Rikolto has programmes on Food Smart Cities (FSC), Sustainable rice and Sustainable cocoa and coffee.

Rikolto envisions a world where there is a sustainable income for farmers, nutritious and affordable food for all. Therefore, with our global cocoa and coffee programme, we envision cocoa and coffee sectors where there is living income for cocoa and coffee farmers across the globe, strengthened international and local food systems that creates access to nutritious and affordable food for all. This means that living income for cocoa and coffee farmers is central to what we work for in Rikolto within our global cocoa and coffee programme.

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#### **2. PURPOSE OF THE JOB**

Rikolto currently has a number of cocoa and coffee projects being implemented in Indonesia and there are potentials to expand our Sustainable cocoa and coffee programme to other countries like Timor Leste, Vietnam and Papua New Guinea. Our interventions are focusing on securing better income for cocoa and coffee farmers, building environmental resilience, access to finance and markets and promoting income diversification among cocoa and coffee farmers. The aim is to contribute to developing sustainable food systems and resilient cocoa and coffee producing communities. Therefore, the Cocoa and coffee programme Manager will have the primary responsibility of fundraising, providing leadership, coaching and mentoring of staff of cocoa and coffee programme in designing and implementing sustainable cocoa and coffee programmes in Indonesia in particular and in Southeast Asia in general. The Manager's overarching focus is to position Rikolto to achieve its mandate of delivering living income to cocoa and coffee farmers in Indonesia and the SEA region. The specific areas of focus include strategy, grant management & fundraising, coaching and mentoring, networking, stakeholder engagement and leading the design and implementation of programs in Indonesia and SEA.

In addition, the Cocoa and Coffee Programme Manager also a member of SEA Management Team with functions roles towards the Southeast Asia Cocoa and Coffee Programme in particular and contribute to the achievement for regional programme goals.

## I. ACCOUNTABILITIES

Key Activities	
1. Functions Roles for Southeast Asia Management	<ul style="list-style-type: none"> <li>- Together with Global Cocoa and Coffee Programme Director, prepare and monitor the 5-year global financial ambition and with support from Finance Manager GST follow up, manage and defend the SEA programme budget/forecast.</li> <li>- As a member of SEA Management Team, ensure shared resources are employed efficiently and supporting all the programmes.</li> <li>- Build the capacity of programme team members to implement the programme's strategies (Evidence for Impact, Inclusive Business, multistakeholder process facilitation, etc.), prepare a growth plan.</li> <li>- Coordinate partnership negotiation &amp; development, ensuring necessary teams are engaged to help further program, country and regional interests.</li> </ul>
2. Programme Design and Planning	<ul style="list-style-type: none"> <li>- Formulate the programme plan in reference to the global cocoa and coffee strategy and the country strategy for Indonesia, such as: resources, budget, risk and mitigation, quality control and organisational requirements and acquired approval within the team member in line with program objectives.</li> <li>- Oversee the financial status of the organization including developing long and short- range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.</li> <li>- Lead coordination for grant identification, grant matrix population and proposal writing, monitor the timeline, status of proposal and communicate to the relevant parties as appropriate.</li> <li>- Overall monitoring on grants/programs for both external/donor requirements and Rikolto internal policies and requirement</li> <li>- Exercise collaborative efforts with other social service organizations, NGOs, companies, institutions and governments to develop and expand services that benefit our clients, beneficiaries and the community.</li> </ul>
3. Preparation and Execution of Programme Activities	<ul style="list-style-type: none"> <li>- Lead the preparation for the programme implementation by providing clear guidance to partners (and BDS providers) prior execution of activities and adjusting the plan with concrete actions when necessary to ensure that the activities is in-line with programme goals/objectives.</li> <li>- Facilitating business/market links between farmer organizations and the private actors, financial institutions, service providers, and commodity networks in adopting inclusive business practices.</li> <li>- Oversee the operational of the programme, this include ensuring partner's compliance to the policy and procedures of Rikolto and respective donors.</li> <li>- Responsible for programme budget, in particular for programme activities and regularly providing update within the team members (programme and operations team).</li> </ul>
4. Monitoring & Evaluation Programme Impact and Results	<ul style="list-style-type: none"> <li>- Lead the M&amp;E for the Cocoa/Coffee Programme following the M&amp;E global framework, this include ensure the team member also responsible for the programme accountability by provide an ongoing monitoring of the status of programs and complete regular check-ins on grant requirements.</li> <li>- Rationalize the delivery of programs through new and existing partnerships.</li> </ul>

	<ul style="list-style-type: none"> <li>- Ensure appropriate measurement of financial, programmatic, and impact performance against stated milestones and goals.</li> <li>- Regularly coordinating with the GST team in the implementation of M&amp;E system and strategies and propose adjustment according to Indonesia context.</li> <li>- Facilitate learning across projects including codifying lessons learned and knowledge of resources/tools/best practices, etc.</li> </ul>
5. Reporting	<p>Ensure periodical program reporting, quantitative and qualitative, according to defined formats and Rikolto and/or donor's guidelines</p> <p>Assuring project and financial reports to donors, government and superiors within the prescribed deadlines and quality requirements;</p>
6. Networking and Stakeholder Engagement	<ul style="list-style-type: none"> <li>- Represent Rikolto for the Cocoa and Coffee Programme at National and Regional level and play an active role in the Rikolto global programme.</li> <li>- Facilitating of and participating in dialogues related to the Cocoa and coffee programme</li> </ul>
7. Team/People Management	<ul style="list-style-type: none"> <li>- Closely working as a team towards shared objectives and encourages team members to exchange views and work together on assignments, this include the designated role in the thematic aspects of Cocoa and Coffee Programme at global scope</li> <li>- Lead, coach, develop, manage and retain Rikolto high-performing team.</li> <li>- Ensure the administration policy and financial administration of the programme are well respected by the team members.</li> <li>- Collaborate / seeking advice with other respected unit to ensure adequate support for smooth programme operations.</li> </ul>
8. Others	<ul style="list-style-type: none"> <li>- This job description is not intended to be all inclusive and the employee will also perform other related tasks as required and is responsible for reporting and communication of progress and achievement of the specific assigned task.</li> <li>- The employee should be flexible and adaptable with regards to the implementation of the daily work/activities and organisational changes</li> <li>- The employee is expected to conduct all duties in a professional manner following Rikolto's code of ethic, code of conduct and staff regulations.</li> </ul>

## **II. Key Working Relationships**

Internal	<ul style="list-style-type: none"> <li>- Other Programme team member</li> <li>- Programme Director at international and regional level and other relevant programme support such as M&amp;E, FR and Communications</li> <li>- Operations Department: Finance, IT, HR, Administrations</li> </ul>
External	<ul style="list-style-type: none"> <li>- Representation and coordination with the relevant authorities and donors</li> <li>- Coffee and Cocoa Cooperatives, Commodities platforms and other respective institution, INGOs/NGOs</li> <li>- Government at Local and National</li> </ul>

### **Requirement:**

#### **Education & Experience:**

- Master's (required) Degree in Agriculture, International development, Agronomy, Economics, Environmental Sciences and Business or equivalent.
- Min of. 8 (Eight) years progressive experience in rural and sector development, agricultural development, conservation management or equivalent.
- Knowledge of the cocoa and coffee sector in Indonesia and the SEA region.
- Experience in managing a small/medium-sized team.

### **Technical Knowledge and Skills**

- Programme and Organisational Management
- Experience in designing and implementing projects or programs on living income within the cocoa sector in Ghana.
- Knowledge in regenerative agriculture, living income, gender and youth inclusion.
- Farmer organization development concepts and performance indicators
- Good analytical skill and ability for inclusive problem-solving/solutions
- Good networking and stakeholder engagement
- Good knowledge on budget management, in particular for programmatic budget
- Excellent proficiency in Bahasa Indonesia and English (in reading, speaking, understanding, and writing).
- Ability to motivate, coach and manage team dynamics.