

# Job Description

**FUNCTION:** RICE CARBON OFFICER

**DATE:** January 2026

Part 1: Job Identity									
<b>Position Title</b>	Rice Carbon Officer	Grade/Level	7						
<b>Unit</b>	Rice Programme	Job Code	CP						
<b>Location</b>	Hanoi city or Dong Thap province, Vietnam (Business travel is required)								
<b>Report to</b>	Rice Project Manager								
<b>Line Manager of</b>	None								
<b>Key working relationships</b>	<p>To ensure effective coordination in the implementation of tasks, the key working relationships include:</p> <table> <tr> <td>Internal</td><td><b>Programme team:</b> Collaborate and coordinate in the planning, implementation, monitoring, and reporting of programme activities.</td></tr> <tr> <td></td><td><b>Finance and Operations Team:</b> Coordinate to ensure compliance with Rikolto's policies and procedures.</td></tr> <tr> <td>External</td><td> <b>Programme partners and collaborators:</b> Coordinate and support the joint implementation of programme activities.  <b>Private companies, farmers' organizations:</b> Coordinate and maintain working relationships to support programme implementation, including relevant technical and compliance aspects.         </td></tr> </table>			Internal	<b>Programme team:</b> Collaborate and coordinate in the planning, implementation, monitoring, and reporting of programme activities.		<b>Finance and Operations Team:</b> Coordinate to ensure compliance with Rikolto's policies and procedures.	External	<b>Programme partners and collaborators:</b> Coordinate and support the joint implementation of programme activities. <b>Private companies, farmers' organizations:</b> Coordinate and maintain working relationships to support programme implementation, including relevant technical and compliance aspects.
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<b>Job summary</b>	<p>The Rice Carbon Officer, under the direct supervision of the Rice Project Manager, and in close coordination with other project officers, partners, and actors, <b>coordinates, implements, and monitors carbon-related activities</b> within the Rice Programme.</p> <p>The position ensures technical coordination and quality assurance for carbon-related interventions across the Rice Programme, supporting the development of nature-based carbon initiatives in rice systems and ensuring technical quality, data integrity, alignment with recognised carbon standards, and integration with Rikolto's programme monitoring, evaluation, and learning (MEL) framework.</p>								
Part 2: Job Content and Context									
<b>Duties and Responsibilities</b>	<p><b>1. Carbon Programme Coordination and Implementation</b></p> <ul style="list-style-type: none"> <li>Coordinate the planning and implementation of carbon-related activities within the Rice Programme.</li> <li>Ensure project activities comply with recognised carbon accounting standards and methodologies (e.g., VCS, Gold Standard, ACR, or equivalent where applicable).</li> <li>Liaise with technical partners and service providers to ensure timely and high-quality delivery of carbon project components.</li> </ul>								

	<ul style="list-style-type: none"> <li>Collaborate with Field Project Officers for the application of intervention strategies (including sustainable production, inclusive business, and enabling environment) through efficient engagement of partners and related stakeholders, with attention to commercial feasibility and incentive alignment for market actors.</li> </ul> <p><b>2. Data Collection, Monitoring and Analysis</b></p> <ul style="list-style-type: none"> <li>Coordinate carbon-related data collection, including field surveys, farm practice data, activity data, and relevant biophysical indicators.</li> <li>Ensure data quality, validation, and integrity in line with programme MEL requirements and carbon Monitoring, Reporting and Verification (MRV) standards.</li> <li>Support the application and interpretation of carbon standards and MRV requirements in programme design and implementation.</li> <li>Analyse carbon and programme data to assess emission reductions, carbon sequestration potential, and co-benefits (livelihoods, gender, sustainability).</li> <li>Contribute to the development and updating of programme indicators related to carbon outcomes.</li> <li>Integrate carbon-related indicators into the Rice Programme MEL system.</li> <li>Contribute to learning processes, including Evidence for Impact (E4I), Social Return on Investment (SROI), and internal reflection and learning events.</li> <li>Support knowledge management by documenting lessons learned, good practices, and innovations related to carbon interventions.</li> </ul> <p><b>3. External and Internal Relationships</b></p> <ul style="list-style-type: none"> <li>Contribute to relevant reports for donors, including the annual programme review, and follow up on the knowledge management process within the programme.</li> <li>Contribute to building, maintaining, and expanding strong relationships with partners, value chain actors, and programme stakeholders (e.g., companies, service providers, government agencies, networks, donors, and other development actors).</li> </ul> <p><b>4. Others</b></p> <ul style="list-style-type: none"> <li>Assist visitors and expatriates when required.</li> <li>Perform other related tasks as requested by the line manager.</li> </ul>
<b>Authority</b>	The Rice Carbon Officer position has no direct supervisory responsibilities over staff, but requires proactive coordination and close collaboration with colleagues within the Rice Programme and the Rikolto Office in Vietnam to ensure effective implementation of tasks.
<b>Accountability</b>	<ul style="list-style-type: none"> <li>Ensure the quality and integrity of carbon-related data, monitoring, and reporting.</li> <li>Contribute effectively to programme learning, stakeholder coordination, and donor accountability.</li> <li>Maintain dynamic and effective relationships with programme colleagues, partners, and relevant stakeholders.</li> <li>Ensure compliance with donor and carbon standard requirements in assigned activities.</li> </ul>
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>Secure quality and timeliness of carbon-related data collection, validation, and analysis.</li> <li>Integration of carbon indicators into the Rice Programme MEL system.</li> <li>Quality of donor and technical reports related to carbon activities.</li> <li>Effective coordination and information sharing among programme stakeholders.</li> </ul>

<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>Carbon-related datasets and reports delivered on time and meeting quality standards.</li> <li>Programme indicators updated and used for learning and decision-making.</li> <li>Annual work plan targets and deliverables achieved.</li> </ul>
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### **Part 3: Job Competencies**

<b>Academic Qualifications</b>	<ul style="list-style-type: none"> <li>Bachelor's degree in agronomy, agriculture, environmental science, natural resource management, economics, rural development, or a related field. A master's degree in a relevant field is also highly desirable.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Demonstrated strong understanding of the full carbon project development cycle and nature-based carbon accounting methodologies, including the Verified Carbon Standard (VCS), Gold Standard, Climate, Community, and Biodiversity Standards (CCBS), and/or the American Carbon Registry (ACR).</li> <li>Experience in data collection and analysis for agricultural or environmental projects.</li> <li>Experience working on environmental sustainability, gender and youth mainstreaming in agricultural value chains is desirable.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li><b>Carbon Technical Knowledge:</b> Understanding of carbon project cycles and basic carbon accounting concepts.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li><b>Key Competencies:</b> <ul style="list-style-type: none"> <li>✓ <b>Initiating:</b> Proactive in work, with the ability to take responsibility and perform effectively with minimal supervision.</li> <li>✓ <b>Collaboration/ Team-Oriented:</b> Demonstrates a collaborative mindset and works effectively with colleagues across different departments and levels.</li> <li>✓ <b>Effective Communication:</b> Communicates information clearly, coherently, and appropriately with colleagues and stakeholders.</li> <li>✓ <b>Coaching and Mentorship:</b> Ability to provide coaching and mentoring, supporting individuals and groups to build capacity and reach their full potential.</li> <li>✓ <b>Leading Self:</b> Ability to organize work, manage time effectively, and take responsibility for task outcomes.</li> </ul> </li> <li><b>Core Competencies:</b> <ul style="list-style-type: none"> <li>✓ <b>Networking and Stakeholder Engagement:</b> Skills in building, maintaining, and developing professional working relationships, including with farmers, local partners, and external stakeholders.</li> <li>✓ <b>Continuous Learning and Knowledge Sharing:</b> Demonstrates a commitment to continuous learning, proactive personal development, and sharing knowledge and experience with colleagues and stakeholders.</li> <li>✓ <b>Quality- and Results-Oriented:</b> Strong focus on achieving set objectives while ensuring and maintaining high-quality standards throughout task implementation.</li> <li>✓ <b>Analytical Thinking:</b> Ability to collect, analyze, and interpret data and field information to support evidence-based decisions and improve programme implementation.</li> </ul> </li> <li><b>Leadership Competencies:</b> <ul style="list-style-type: none"> <li>✓ <b>Innovative:</b> Proactively identifies opportunities for improvement and applies creative, practical approaches to enhance field operations, farmer engagement, and project outcomes.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>✓ <b>Problem-Solving:</b> Ability to effectively identify and address technical issues arising in the field; propose and deliver practical solutions or connect relevant stakeholders with appropriate resources.</li> <li>✓ <b>Influencing and Motivating:</b> Ability to encourage, inspire, and motivate farmers, partners, and stakeholders to actively engage in programme activities.</li> <li>✓ <b>Flexibility and Adaptability:</b> Ability to quickly adapt to changes in field conditions, stakeholder needs, and emerging challenges.</li> </ul>
<b>Language</b>	<ul style="list-style-type: none"> <li>• <b>Vietnamese:</b> Native speaker with excellent command of Vietnamese.</li> <li>• <b>English:</b> Excellent command of English (reading, speaking, and comprehension).</li> </ul>