



Job Description

FUNCTION: JUNIOR RICE CARBON OFFICER

DATE: October 2026

Part 1: Job Identity				
Position Title	Junior Rice Carbon Officer		Grade/Level	
Unit	Rice Programme		Job Code	CP
Location	Hanoi city or Dong Thap province, Vietnam (Business travel is required)			
Report to	Rice Carbon Officer			
Line Manager of	None			
Key working relationships	To ensure effective coordination in the implementation of tasks, the key working relationships include:			
	Internal	Programme team: Support in the planning, implementation, monitoring, and reporting of programme activities.		
		Finance and Operations Team: Coordinate to ensure compliance with Rikolto’s policies and procedures.		
	External	Programme partners and collaborators: Coordinate and support the joint implementation of programme activities. Private companies, farmers’ organizations: Support and maintain working relationships to support programme implementation, including relevant technical and compliance aspects.		
Job summary	The Junior Rice Carbon Officer, under the direct supervision of the Rice Carbon Officer, supports the implementation of carbon-related activities within Rikolto's Rice Programme, with a primary focus on data management, analysis, and digital Monitoring, Reporting and Verification (MRV). The position works closely with Field Project Officers to support effective data collection, validation, and management through designated mobile applications and project platforms. The Junior Rice Carbon Officer also supports basic carbon-related data analysis, assists in identifying, reporting, and following up on data quality and platform-related issues, and contributes to preparing monitoring datasets and reports in accordance with project requirements and applicable carbon methodologies.			
Part 2: Job Content and Context				
Duties and Responsibilities	1. Support Carbon Programme Coordination and Implementation - Support the planning and implementation of carbon-related activities within the Rice Programme. - Support the implementation of carbon-related activities in accordance with applicable carbon accounting standards and methodologies (e.g., VCS, Gold Standard, ACR, or equivalent where applicable).			

	• Support coordination and follow-up with technical partners and service providers to facilitate timely delivery of carbon project components. • Support Field Project Officers in understanding relevant data requirements and reporting procedures. • Work closely with Field Project Officers to support the use of designated mobile applications and digital platforms for project data collection, monitoring, and reporting. • Participate in field visits, technical meetings and training activities when required. 2. Data Collection, Monitoring and Analysis • Support the collection, consolidation, and management of carbon-related data from Field Officers, mobile applications, monitoring platforms, and other relevant sources. • Conduct initial data cleaning and quality checks to identify missing records, inconsistencies, duplication, and potential data errors for review in line with programme MEL requirements and carbon Monitoring, Reporting and Verification (MRV) standards. • Coordinate with Field Officers to verify questionable records and follow up on missing or incomplete information. • Support basic data analysis using agreed tools, templates, and calculation approaches to assess project implementation and relevant carbon indicators. • Maintain well-organised monitoring databases and supporting documentation to ensure data accuracy, consistency, and traceability. • Support integrating carbon-related indicators into the Rice Programme MEL system. • Contribute to learning processes, including Evidence for Impact (E4I), Social Return on Investment (SROI), and internal reflection and learning events. • Support knowledge management by documenting lessons learned, good practices, and innovations related to carbon interventions. 3. External and Internal Relationships • Support coordination between the Field Team, the Rice Carbon Officer, and external platform/service providers to report technical issues and follow up on their resolution. • Support application testing, user feedback collection, and improvements to digital data collection workflows. • Contribute inputs to relevant donor and programme reports, including the annual programme review, and support knowledge management activities within the programme. 4. Others • Assist visitors and expatriates when required. • Perform other related tasks as requested by the line manager.
Authority	The Junior 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.
Accountability	• Perform initial data checking and flag inconsistencies or potential data quality issues to support the quality and integrity of carbon-related data, monitoring and reporting. • Contribute effectively to programme learning, stakeholder coordination, and donor reporting.

	• Maintain effective working relationships with programme colleagues, partners, and relevant stakeholders.
Key Result Areas	• Secure quality and timeliness of carbon-related data collection, validation, and analysis. • Support the integration of carbon indicators into the Rice Programme MEL system. • Contribute to quality of donor and technical reports related to carbon activities. • Effective coordination and information sharing among programme stakeholders.
Performance Indicators	• Carbon-related datasets and reports delivered on time and meeting quality standards. • Programme indicators updated and used for learning and decision-making. • Annual work plan targets and deliverables achieved.
Part 3: Job Competencies	
Academic Qualifications	• Bachelor's degree in Environmental Science, Agriculture, Agronomy, Data Science, Natural Resource Management, or related fields.
Work Experience	• Basic knowledge of GHG emissions, carbon accounting principles, and carbon project development processes. Familiarity with voluntary carbon standards (e.g., VCS or Gold Standard) and agricultural carbon projects is considered an advantage. • Experience in data collection and analysis for agricultural or environmental projects. • Experience working on environmental sustainability, gender and youth mainstreaming in agricultural value chains is desirable.
Knowledge	• Carbon Technical Knowledge: Basic understanding of GHG emissions, sustainable agriculture, or carbon accounting concepts.
Skills and Abilities	• Key Competencies: ✓ Initiating: Proactive in work, with the ability to take responsibility and perform effectively with minimal supervision. ✓ Collaboration/ Team-Oriented: Demonstrates a collaborative mindset and works effectively with colleagues across different departments and levels. ✓ Effective Communication: Communicates information clearly, coherently, and appropriately with colleagues and stakeholders. ✓ Leading Self: Ability to organize work, manage time effectively, and take responsibility for task outcomes. • Core Competencies: ✓ Continuous Learning and Knowledge Sharing: Demonstrates a commitment to continuous learning, proactive personal development, and sharing knowledge and experience with colleagues and stakeholders. ✓ Quality- and Results-Oriented: Focuses on achieving agreed objectives while maintaining accuracy and quality in task implementation. ✓ Analytical Thinking: Ability to collect, analyze, and interpret data and field information to support evidence-based decisions and improve programme implementation. • Leadership Competencies: ✓ Innovative: Willing to identify practical improvements and contribute ideas to improve programme implementation and data collection processes. ✓ Problem-Solving: Ability to identify routine technical or operational issues, propose practical solutions and seek appropriate support when needed.

	✓ Flexibility and Adaptability: Ability to quickly adapt to changes in field conditions, stakeholder needs, and emerging challenges.
Language	• Vietnamese: Native speaker with excellent command of Vietnamese. • English: Good command of English (reading, speaking, and comprehension).