



Job Description

FUNCTION: RICE FIELD PROJECT OFFICER

DATE: Sep 2026

Part 1: Job Identity			
Position Title	Rice Field Project Officer	Grade/Level	6
Unit	Rice Programme	Job Code	PO
Location	An Giang Province, Vietnam (home-based) (Business travel is required)		
Report to	Rice Project Manager		
Line Manager of	None		
Key working relationships	To ensure effective coordination in the implementation of tasks, the key working relationships include:		
	Internal	Programme team: Collaborate and coordinate 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. Cooperatives, farmer groups, service providers, and local stakeholders in the rice sector: Maintain regular coordination and communication to support field-level programme implementation.	
Job summary	The Rice Field Project Officer, under the direct supervision of the Rice Project Manager and in close coordination with programme officers, partners, and stakeholders in the rice sector, supports the day-to-day field implementation of the Rice Programme. The position focuses on coordinating field activities, supporting partners and farmer organisations, collecting programme data, and ensuring effective implementation of approved interventions in line with programme objectives.		
Part 2: Job Content and Context			
Duties and Responsibilities	1. Programme Implementation and Field Coordination • Support the implementation of programme interventions at field level, including sustainable rice production practices, inclusive business activities, and enabling environment actions. • Coordinate closely with programme partners, cooperatives, and farmer groups to ensure activities are implemented according to approved work plans. • Conduct regular field visits to monitor progress, identify implementation challenges, and provide timely technical or operational support. • Facilitate the engagement of relevant stakeholders at local level, including service providers, agribusinesses, and local authorities, to support programme activities.		

	2. Partner Support and Capacity Building • Provide hands-on support to partners and farmer organizations in implementing agreed activities, including basic technical guidance and organizational support. • Contribute to strengthening local agribusiness capacity by facilitating access to technical services, financial institutions, and business support providers (directly or through third parties). • Support partners in understanding programme requirements related to planning, implementation, and reporting. 3. Monitoring, Data Collection, and Reporting • Support the programme Monitoring & Evaluation (M&E) system through field-level data collection, verification, and timely submission of required information. • Assist partners in preparing basic activity reports and collecting data for programme indicators. • Contribute field inputs and information to programme reports, including internal progress reports and inputs for donor reporting, as requested by the supervisor. • Support knowledge management processes by documenting field experiences, lessons learned, and good practices. 4. Internal and External Relationships • Contribute to building and maintaining effective working relationships with programme partners, cooperatives, farmer groups, and other local stakeholders. • Coordinate and share information regularly with programme officers and technical staff to ensure coherence between field implementation and programme planning. 5. Other Tasks • Provide logistical and field support to visitors, missions, and expatriates when required. • Actively seek opportunities for professional development. • Perform other related tasks as requested by the line manager.
Authority	The Rice Field Project Officer has no direct supervisory responsibility over staff. The position requires proactive coordination and close collaboration with colleagues within the Rice Programme and the Rikolto Office in Vietnam to ensure effective field implementation.
Accountability	• Support effective and timely implementation of programme interventions at field level. • Maintain constructive and professional working relationships with partners and stakeholders. • Ensure accuracy and timeliness of field data and information submitted to the programme team.
Key Result Areas	• Programme activities implemented effectively at field level in accordance with approved plans. • Partners and farmer organizations receive timely and appropriate field support. • Reliable field data and information contribute to programme monitoring and learning. • Strong coordination and information flow between field activities and programme team.
Performance Indicators	• Field activities implemented on time and in line with agreed work plans. • Quality and timeliness of field data and reports submitted. • Effective coordination with partners and programme staff.

Part 3: Job Competencies	
Academic Qualifications	• A college or bachelor's degree in a relevant field such as agronomy, business, environment, agricultural economics, rural development, or a related discipline is required.
Work Experience	• Experience working with farmers, cooperatives, or local partners in agricultural or rural development projects. • Practical experience in field implementation, coordination, or community-based projects is preferred. • Familiarity with environmental sustainability and gender/youth integration in agriculture is an advantage.
Knowledge	• Agricultural technical knowledge: Basic understanding of rice cultivation and production techniques, sustainable agricultural practices, and supporting farmers in field operations.
Skills and Abilities	• Key Competencies: ✓ Field support and problem-solving: Ability to effectively identify and address technical issues arising in the field; propose and deliver practical solutions or connect relevant stakeholders with appropriate resources. ✓ Coaching and mentoring: Ability to provide coaching and mentoring, supporting individuals and groups to build capacity and reach their full potential. ✓ Quality- and results-oriented: Strong focus on achieving set objectives while ensuring and maintaining high-quality standards throughout task implementation. ✓ Networking and stakeholder engagement: Skills in building, maintaining, and developing professional working relationships, including with farmers, local partners, and external stakeholders. ✓ Continuous learning and knowledge sharing: Demonstrates a commitment to continuous learning, proactive personal development, and sharing knowledge and experience with colleagues and stakeholders. • Core Competencies: ✓ Initiative: Proactive in work, with the ability to take responsibility and perform effectively with minimal supervision. ✓ Collaboration and teamwork: 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. ✓ Self-management: Ability to organize work, manage time effectively, and take responsibility for task outcomes. • Leadership Competencies: ✓ Flexibility and adaptability: Ability to quickly adapt to changes in field conditions, stakeholder needs, and emerging challenges. ✓ Motivating and influencing: Ability to encourage, inspire, and motivate farmers, partners, and stakeholders to actively engage in programme activities.
Language	• Vietnamese: Native speaker with excellent command of Vietnamese. • English: Good command of English (at least in reading, speaking, and comprehension) is desirable.