



Job Description

FUNCTION: RICE PROJECT MANAGER

DATE: Oct 2026

Part 1: Job Identity			
Position Title	Rice Project Manager	Grade/Level	9
Unit	Rice Programme	Job Code	PJM
Location	Dong Thap Province, Vietnam (Business travel is involved)		
Report to	Rice Programme Manager, Vietnam		
Line Manager of	Project staff, including Project Officers, MEL Project Officer and Project Assistant.		
Key working relationship	To ensure smooth collaboration within Rikolto in Vietnam, key working relationships include:		
	Internal	Rice Programme Manager: Information sharing, provision of input upon request, reporting, joint networking, proposal writing, fundraising, and budgeting.	
		Project Officer: Alignment and integration of rice programme needs; collaboration on strategic planning and reflection on the intervention programme; coordination for the integration of intervention learning into programme implementation; assessment of funding needs.	
		Communications Officer: Information sharing; content provision for social media and website updates; collaboration on the development and design of programme-related publications and documents.	
		MEL Project Officer: Coordination for integrating intervention learnings into periodic reviews/planning of the programme; joint reporting for intervention programme.	
		Operations team: Compliance with Rikolto's regulations and financial guidelines; collaboration on programme budgeting and financial management, administrative matters, funding needs assessment and budgeting for proposals.	
	External	Programme partners and collaborators, including government, private and public institutions: Collaboration on programme activities and project implementation.	

Purpose of the Job	• Ensure the efficient and effective management, coordination, and implementation of ongoing and emerging rice interventions and projects in collaboration with partners. • Facilitate the dissemination and integration of rice interventions' achievements into the design and implementation of Rikolto in Vietnam's strategic planning and development. • Contribute to Rikolto in Vietnam's fundraising efforts, and coordinate food-system-related interventions and projects when funding is secured. • Support and coordinate, in collaboration with the Rice Programme Manager and Regional Rice Programme Director, the strategic reflection and planning of Rikolto's intervention strategies and rice programme. • Support the coordination of regional-level actions to promote exchanges, scale up Rikolto's core business models, and promote its values, contributing to structural change at the regional level.
Part 2: Job Content and Context	
Duties and Responsibilities	1. Project management and coordination • Manage rice project interventions and activities, ensuring the successful execution of all project tasks in line with objectives, timelines, and deliverables. • Supervise and coordinate the project team, ensuring efficient allocation of resources and consistent monitoring of project progress. • Manage relationships with key external stakeholders (companies, service providers, government agencies, networks, donors, and other development actors), ensuring effective collaboration and communication to support project success. • Collaborate with and assist research partners, interns, and volunteers in research activities, providing guidance, training, and facilitating administrative procedures for data collection and research implementation. • Guide project staff in carrying out intervention activities, ensuring that project outcomes align with Rikolto's strategic goals. • Monitor and evaluate the implementation and outcomes of project activities, ensuring the collection of data, analysis of progress, and reporting on project outcomes to inform scaling-up efforts. • Collaborate with the Communications Officer to produce and disseminate communication materials specifically related to rice projects, such as publications, policy briefs, case studies, blog posts, articles, and social media content, ensuring alignment with project objectives. 2. Programme Development and Strategy Contribution • Support the design and implementation of programme strategies, contributing to the identification of intervention areas within the rice programme and aligning them with Rikolto's national and global strategies. • Identify potential partners and stakeholders for the rice programme and rice projects, and actively engage them in developing and implementing programme strategies. • Support the development of programme policies and strategies to ensure alignment with the overall rice programme and Rikolto's global objectives. • Coordinate with colleagues and project teams to ensure all projects within the rice programme are aligned and contribute to the overall objectives.

	• Provide input to the Communications Officer for the development of programme-level communication and advocacy materials (e.g., policy briefs, case studies, reports) that reflect the broader goals and lessons of the rice programme. 3. Monitoring and Reporting • Monitor the progress of rice projects and ensure results are documented and reported on time. • Update information on project progress and indicator achievements, ensuring data accuracy and timeliness. • Be responsible for reporting on project activity progress and indicator achievements (quarterly and annually) and submitting these reports to the Rice Programme Manager, in accordance with donor and internal reporting timelines. • Work closely with and provide guidance to the Monitoring, Evaluation, and Learning (MEL) Project Officer and the Rice Programme Team to integrate learnings from project interventions into broader programme reviews and planning. 4. External and Internal Relationship Management • Build and maintain relationships with key stakeholders across the rice value chain, including businesses, service providers, government agencies, and other development actors. • Actively participate in networking events, workshops, and conferences, representing Rikolto and sharing lessons learned and best practices from the rice programme and projects. • Collaborate with the Rice Programme Team to engage with stakeholders, reflect on the programme's progress, and share insights for scaling and future interventions. • Engage with internal teams, participating in internal learning events, meetings, and workshops to contribute to organizational knowledge sharing.
Authority	• The Project Manager manages the Rice Project Team and oversees project implementation and team coordination in Dong Thap and An Giang Provinces. The position operates under the direct supervision of the Rice Programme Manager.
Accountability	• Ensure the timely, adequate, and effective implementation of Rice projects. • Maintain good relationships with the Programme team and the Admin, Finance and Human Resource team. • Implement successful intervention strategies for projects in Rice Programme to ensure the credibility and accountability of Rikolto in Vietnam's core intervention programmes.
Key Result Areas	• Programme interventions significantly contribute to improving the adequacy, impact, and relevance of Rikolto in Vietnam's programmes. • Regular updates on project intervention strategies, activities, and progress are documented and shared both internally and externally.

Performance Indicators	• Yearly assessment report. • Key performance indicator report. • Interventions and project data and reports. • Other reports specifically requested by donors.
-------------------------------	--

Part 3: Job Competencies (Specifications)	
Academic Qualifications	• At least Bachelor's degree in a relevant field (i.e. agriculture, sociology, economics, rural development, food systems or equivalent). An MSc degree in a relevant domain is a strong asset. • Substantial knowledge and expertise in rice value chains, inclusive business, governance, and climate change-related issues.
Work Experience	• At least 8 years of experience working in value chain development and development programmes in the rice sector. • Proven experience working in Vietnam with a variety of stakeholders (i.e. farmers, government, private sector, etc.), with a leadership role in programme management.
Knowledge	• Good understanding of inclusive business, development and social inclusion, value chain development, and sustainability in the agricultural sector in Vietnam. • In-depth understanding of the functioning of rice value chains. • Familiarity with the Theory of Change approach, as well as strategic programme planning and management. • Ability to communicate clearly in a variety of settings and styles, with strong networking skills, including in an international environment. • Ability to support the writing of concept notes and proposals in English, based on Rikolto's current programme and identified funding needs.

Skills and Abilities	● Key Competencies (Role-Specific) ✓ Building Networks: Skilfully cultivates and nurtures relationships with key stakeholders, ensuring the programme’s visibility and relevance. ✓ Quality and Results-Oriented: Maintains high standards of work quality, consistently meeting or exceeding objectives and targets. ✓ Project Management: Manages multiple projects effectively, prioritizing tasks, setting clear goals, and ensuring progress aligns with Rikolto’s strategic objectives. ✓ Stakeholder Engagement: Builds and sustains impactful partnerships through effective negotiation, trust-building, and alignment of stakeholder interests with programme goals. ● Core Competencies (Applicable across all job levels) ✓ Initiating: Takes initiative and ownership of tasks with minimal supervision. ✓ Collaboration: Demonstrates a team-oriented mindset and works well with colleagues across various departments and levels. ✓ Effective Communication: Conveys information clearly and concisely to colleagues and external stakeholders. ✓ Leading Self: Demonstrates self-management and accountability in carrying out responsibilities. ✓ Adaptability: Effectively adjusts to changing circumstances and new challenges, maintaining productivity and focus. ● Leadership Competencies (Relevant to the Position): ✓ Innovation: Demonstrates creativity in problem-solving and encourages new ideas that improve programme impact and efficiency. ✓ Problem-Solving: Uses analytical skills to identify challenges and develop practical, sustainable solutions. ✓ Stimulating Others: Inspires and motivates team members and stakeholders, encouraging active participation and contribution to programme goals. ✓ Leading the Team: Provides clear direction and support to ensure team members work cohesively to achieve shared objectives. ✓ Decision-Making: Makes informed, timely decisions that balance the needs of stakeholders and the organization’s long-term objectives. ✓ Conflict Resolution: Addresses and resolves conflicts within teams or with external partners effectively and diplomatically.
Language	● Native Vietnamese speaker. ● Excellent command of both Vietnamese and English (in reading, speaking, comprehension, and writing).