

## Job Description, Executive Director Sustainable Rice Platform e.V.

### About the SRP

The Sustainable Rice Platform e.V. (SRP) is a global non-profit membership association entered in the Register of Associations in Bonn, Germany. SRP e.V. It also maintains a subsidiary in Bangkok, Thailand, which operates as the SRP Secretariat.

The SRP aims are to transform the global rice sector by improving smallholder livelihoods; reducing the social, environmental, and climate footprint of rice production; and offering the global rice market an assured supply of sustainably produced rice to meet growing global demand. It achieves its purpose by supporting and promoting ongoing development of science-based cultivation standards and recommendations for sustainable, resource-saving and environmentally friendly rice cultivation, in particular the SRP Standard Requirements and Performance Indicators for Sustainable Rice Cultivation, through:

- technical assistance and capacity building to drive farm-level adoption of climate smart best practices by rice smallholders as articulated in the SRP Standard Requirements;
- serving as a knowledge hub to disseminate best practice among public and private sector stakeholders and the wider development community;
- supporting value chain development through an SRP Assurance Scheme to verify producers;
- establishment of scaling partnerships at national and global level to leverage wide-scale adoption and policy-driven incentives for best practice adoption to meet national targets for climate change, food and water security.
- organization and implementation of conferences, congresses and working groups, including international ones, to promote the exchange of research results and implementation experience;
- promoting science-based tools designed to monitor key sustainability indicators;
- organization and implementation of measures for cooperation among key stakeholders in science and practice by creating an international platform and membership programme;
- (further) development, maintenance and dissemination of the SRP Standard for Sustainable Rice Cultivation for the purpose of effective quality assurance in the field of rice cultivation and to promote transparency for the public on cultivation conditions as well as a sound basis for the commercial trade in "sustainable rice";
- informing the professional public and educating the lay public about the need for sustainable rice cultivation and providing information and assistance to farmers;

More information on SRP, including its Vision, Mission, Governance and Activities, can be found at <https://sustainablerice.org>.

## Job Description ED

The Executive Director, appointed by the SRP Board, is responsible for the day-to-day management of SRP, including overseeing the Secretariat which manages SRP operations, including programmes, communications, and administration. The Secretariat is responsible for the implementation of SRP strategy through operations, programmes, communications, and resource mobilization. The ED performs the following functions, further defined in policies, procedures, and personnel contracts:

- Lead, as required, updating processes of the SRP vision, mission and strategic plan, and develop annual action plans under the guidance of the SRP Board and with input from the SRP members
- Implement organizational policies, operating procedures and annual action plans in alignment with the SRP strategic plan;
- Monitor the performance of the SRP Assurance scheme to ensure that the scheme functions in a cost effective way and that the volumes of SRP verified rice become visible in the marketplace
- Engage in resource mobilization and the establishment and maintenance of a sound financial footing for SRP with a solid revenue base comprising a variety of sources including membership fees, the operation of the assurance scheme and grants
- Promote activities leading to the expansion of SRP membership
- Lead, as needed, processes for revisions and/or expansion of SRP standards, principles, indicators, training materials, membership fees, assurance scheme payments and other SRP tools and services
- Maintain relationships with SRP members , partners, and relevant stakeholders at large (public and private sector, civil society, etc)
- Support the discharge of the Association's statutory functions in liaison with the SRP Board
- Support directly, or via the Secretariat, the SRP Board (eg., arrange meetings, prepare agenda, produce minutes including action points)
- Oversee the SRP secretariat in performing its mandated functions, including the management of secretariat staff, membership registration; contracting and managing partners, third parties, and consultants for commissioned activities and projects; proper record keeping; and maintaining and developing financial and administrative infrastructure such as budget development, membership fee collection, expenses monitoring, drawing up of annual books of accounts that pass external audits.
- Organize annual and/or biannual SRP general assemblies and conferences, workshops, etc.

## Key Qualifications

1. Passion for sustainable development, preferably with experience in the agri-food sector
2. Education at MSc level in agricultural/sustainable development or related field, with at least 10 years experience in leadership positions, including managing a small to medium team of direct reports

3. Demonstrable experience with multistakeholder partnerships (including public-private sector)
4. Demonstrable experience with developing and/or implementing agricultural commodity standards and assurance schemes
5. Work experience in commercial rice production, trading or procurement is desirable
6. Demonstrable fund raising and business development skills, including building predictable revenue streams
7. Demonstrable experience/familiarity with resources management (finance, human resources, assets)
8. Knowledge of/experience in the rice agrifood sector
9. Ability to communicate well in written and spoken English.
10. Exceptional people skills with an ability to build consensus amongst a variety of stakeholders and at all organizational levels
10. Ability to work across different cultures and diversities
11. Excellent communicator and strategic thinker.

The successful candidate will preferably be located in Bangkok, but this is negotiable. Extensive travel is expected. Applicants from rice producing regions and/or the Global South are particularly encouraged.