



SOUTHEAST ASIA

RECRUITMENT PACK

Greenpeace, one of the world's most respected and dynamic organizations, is an international non-profit global campaigning organization that acts to ensure the ability of Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent, direct action against environmental abuse and destruction.

Greenpeace exists because this fragile earth deserves a voice. It needs solutions. It needs change. It needs action.

Greenpeace acts to change attitudes and behavior, to protect and conserve the environment and to promote peace by:

- **Catalyzing an energy revolution** to address the number one threat facing our planet: climate change.
- **Defending our oceans** by challenging wasteful and destructive fishing, and creating a global network of marine reserves.
- **Protecting the world's ancient forests** and the animals, plants and people that depend on them.
- **Creating a toxic free future** with safer alternatives to hazardous chemicals in today's products and manufacturing.
- **Campaigning for sustainable agriculture** by rejecting genetically engineered organisms, protecting biodiversity and encouraging socially responsible farming.

Greenpeace, an international environmental non-government organization, is comprised of 26 independent national and regional offices across the world covering operations in more than 55 countries.

To maintain our independence, Greenpeace does not accept donations from governments or corporations but relies on contributions from individual supporters and foundation grants.

For over 40 years, Greenpeace has been successful in our campaigns to reverse environmental degradation by bearing witness to environmental destruction and exposing and confronting environmental abuse. Greenpeace campaigns have been vital in informing government policies on the environment and effecting changes in business practices which lead to various environmental problems.

Greenpeace in Southeast Asia

Greenpeace opened our first office in Southeast Asia in 2000. In that time, we have led successful campaigns throughout the region, securing fresher air, cleaner water and a healthier environment through changing industry practices and government policies.

Greenpeace actively campaigns across the region to catalyze an energy revolution, protect ancient forests and our oceans, create a toxics-free future and create a shift to sustainable agriculture.

Greenpeace has four offices in Southeast Asia (GPSEA) —in Thailand, Indonesia, Philippines and Malaysia and currently composed of: Programme Department (Campaigns, Communications, Public Engagement & Actions), Fundraising, Operations Support (Human Resources, Finance & Admin, Information Technology, Security) and Executive Office. Currently, Greenpeace Southeast Asia employs nearly 200 staff across the region, excluding the direct dialogue fundraisers.

THE POST: REGIONAL RESEARCH AND INVESTIGATIONS COORDINATOR

Job Summary:

Greenpeace undertakes research and investigations as an integral part of its campaigns. The Strategy and Analysis Unit is responsible for the planning, coordination and execution of research and investigations in the South East Asia region.

The Regional Research and Investigations Coordinator is responsible for furthering Greenpeace South East Asia's programme objectives through capacity building, implementation of best practice, advice on strategic use of various types of research and investigations as well as development and guidance of high quality research and investigation projects. They will also contribute to the development of the Projects, Actions and Public Engagement Units tactical and strategic capabilities specifically on research and investigations.

The Regional Research and Investigations Coordinator is a member of GPSEA strategy and analysis team and reports to the Strategy and Analysis Director.

This is a full-time position for locals based in either Manila, Bangkok, Jakarta and Kuala Lumpur and for non-nationals this is fixed-term contract minimum of 2yrs based location in Kuala Lumpur, Malaysia or Jakarta, Indonesia subject for visa immigration approval.

Key Responsibilities:

1. Develop Regional Information Acquisition Systems

In collaboration with GPSEA's Strategy and Analysis Team and Actions and Investigation Unit, the Regional Research and Investigations Coordinator develops and maintains systems, standards, and protocols for knowledge management on field research and investigation. Monitor, capture, filter, and organise information and intelligence into databases, briefs, and reports

to ensure that strategic information is available for Greenpeace's campaigns. Develop and manage a database of intelligence and investigations on companies, other organisations, and individual, while taking into consideration legal constraints.

2. Coordinate Regional Information Acquisition and Research and Investigation Project Management

Lead and develop the management of multiple field research and investigations projects in Southeast Asia region with other units, including the identification of field research and investigations needs and development of Terms of Reference in line with Greenpeace best practice standards. Hire, select, train, and manage freelance researchers, as well as oversee respective deliverables for quality control, while ensuring that spending remains within budget. This post ensures that field researches and investigations conducted are timely, are politically and socially relevant, and contributes to regional and global campaign deliverables and objectives across campaign issue areas.

3. Conduct research projects in alignment with Programme priorities

The Regional Research and Investigations Coordinator is responsible for the identification of information gaps and research needs for the purpose of campaign development to achieve campaign objectives. The post develops and implements effective field investigations projects to help achieve campaign goals and lead the development of campaign documents. To ensure research needs are adequately identified and efficiently delivered, the post requires liaison with GPI Legal and Science Units, project teams, and global basket teams, and ensure to:

- Support, coordinate, conduct or advise on investigation projects as determined by the Greenpeace South East Asia campaign programme priorities.
- Propose and implement best practice in investigations in GPSEA according to the internationally recognized standards or according to the GPI best practice guidelines for investigations
- Work with the actions unit to undertake, and where appropriate coordinate, research and investigations for actions targets as determined by the programme priorities.

- Coordinate working relationships between the investigations team and other programme disciplines.
- Assess and recommend subscriptions to databases and tools (such as software or other types of platforms) related to investigation needs
- Coordinate when required with the Development Department on grant requests for research-related funding
- Liaise with the legal counsel for the legal and /or juridical aspects of the investigation projects
- Coordinate the research and development of new and innovative research tools and techniques
- Ensure all investigation projects meet 'best practice' standards
- Ensure field investigations and research priorities align with GPSEA organizational strategic plan

4. External Networks and Representation

Build and maintain a network of external contacts, specialists, and sources throughout the region to assist with research and investigative projects.

5. Publications

In line with campaign and project objectives across campaign issue areas, lead and coordinate the production of publications, and briefings for internal and external audiences while ensuring Greenpeace best practice is followed.

6. Programme Planning

Lead and develop campaign research needs and opportunities within the program planning and implementation process and advise the Programme Director and Programme Director's Team on new developments in specific issues to inform campaign decisions, and contribute to development of campaign strategies across campaign issue areas.

7. Risk Analysis and Management

Ensures that all research and investigation projects are assessed for potential health and safety risks, and where necessary, develop appropriate security management and mitigation plans signed off by Regional Actions

Manager and Regional Security Manager. Risk assessments would have to be undertaken and security management plans are developed for “high risk field projects. In some cases, the Regional Research and Investigations Coordinator shall also take part in the Crisis Response Team and manage rapid response research projects, as directed by Strategy and Analysis Director, including project budget management.

8. Contribute to capacity building in GPSEA

Lead the development of investigative techniques, skills, and capacity with Southeast Asia and coordinate the dissemination of new and innovative research tools and techniques in the region. The post provides day-to-day advice to campaign and project teams on research investigation techniques and tactics and supervise, train, and mentor researchers and other campaign staff involved with research projects. Contributes to capacity building in Southeast Asia through trainings, webinars, skillshares, and workshops, and acts as lead trainer in the programme, and ensures that research and investigative skills are included in GPSEA training programmes.

Educational Background & Fundamental Qualifications

Level of Education: Degree or equivalent experience – in Environmental Policy or Science, Environmental Studies, Journalism, Law, Business Administration or other research/investigative field

Master’s degree (preferred)

Field of Study: Environmental Policy or Science, Environmental Studies, Journalism, Law, Business Administration or other research/investigative field

Work Experience: 3-5 years or more in research / investigation related work

- Diverse research skills and experience - both desk based and field work, preferably in Southeast Asia and/or in heightened security situations
- Experience managing or team leading research projects
- Experience in utilizing a range of research methodologies
- Strong communication skills - ability to communicate effectively and appropriately with a wide range of people both verbally and in writing; public speaking skills; online communications experience, ability to make effective presentations in remote, diverse and multi-cultural environments.
- Experience using strategic research for campaign objectives and problem solving – demonstrated ability to think both strategically and creatively

- Understanding of security, information security, health and safety issues related to field research work
- Strong logistical organizing and planning skills
- Experience in development of information management systems
- Ability to work effectively in a team environment across different cultures
- High level of computer literacy.
- Ability to be self directed and to work well under pressure
- Ability to travel and spend long periods away from home
- Commit to the ideals of Greenpeace including a global perspective
- Understanding of environmental and peace issues
- Fluency in English, with ability to communicate in another SEA regional languages desirable.

Desirable

- Experience using satellite equipment and other field communication systems
- Management and training in hazmat procedures and systems
- Experience and/ or training in security assessments and management
- Experience developing and leading trainings

Specific Work Environment

This position requires the employee to have a flexible approach and the ability to adapt and work in different and challenging work and cultural environments, which may include flexible arrangements working in challenging field and frontline work environments.

- Flexible arrangements working in challenging field and frontline work environments.
- Commitment to non-violent direct action as a means of affecting change
- Willingness to work beyond normal working hours.
- While employ state of the art video conferencing to work with our colleagues in different offices, this job will still include local, regional and international travel
- Greenpeace Southeast Asia operates an open and inclusive, multicultural, multilingual and multiethnic work environment, contributing to the development of mutual understanding, trust and tolerance.
- Sensitive to socio-economic environment of SE Asia

THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST

WORKING HOURS

Normal hours of work for full time Employee will be forty (40) per week or (5) days in a week, at 8 hours per day excluding an hour lunch break. This will be from Monday to Friday, between the hours of 8:30 am to 6: 30 pm. Ordinary hours of work may be varied as agreed between staff and the line managers.

LEAVE

A permanent employee will be entitled to the following leaves:

Annual Leave: 20 days

Parental Leave: As per labor laws and Greenpeace policy

Long Service Leave: 2 months paid leave after 5 years of continuous service

Compassionate leave: maximum of 5 days for the death of significant others

SALARY

In determining salary offer for this position, Greenpeace applies its Salary Grading Process, taking into consideration the job description and applicant's previous experience, and the organization's salary grade.

INSURANCE

Greenpeace provides health insurance and travel insurance to its employees.

LEARNING AND DEVELOPMENT

Greenpeace is committed to providing its employees with learning and development opportunities to be able to perform its functions more effectively. Through its mentoring process and annual Performance Management System, staff's development objectives are identified and prioritized.

EQUAL EMPLOYMENT OPPORTUNITY

Greenpeace is committed to the principle of Equal Employment Opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of applicant's merits and abilities.

HR POLICIES AND PROCEDURE

Greenpeace management and staff are given guidance on the implications of the equal opportunities policy. Policies and procedures are reviewed to review and adapt current practices to promote equality of opportunity. Other organizational policies and procedures will be fully discussed to the successful applicant.

APPLICATION GUIDELINES

Interested candidates are invited to write Letter of Introduction and complete application form, explaining why you are qualified for the position and why you want to work for Greenpeace, fill-up the attached Application

and email to: jobs.th@greenpeace.org

Deadline for Applications: April 14, 2019

As we receive a large number of applicants for our advertised vacancies, we are unable to respond to those applicants who have not been shortlisted and we apologize for this in advance. If you do not hear from us within two weeks of the closing date, please assume that you have not been shortlisted.

GUIDANCE IN COMPLETING YOUR APPLICATION FORM

1. Read the recruitment pack carefully before completing your application form. The recruitment pack contains information about Greenpeace, about the job you are applying for, and brief information on employment conditions.
2. Complete all items in the application form. Remember that this will be our basis for shortlisting candidates. **Curriculum Vitae (CVs) will not be accepted.**
3. Make sure you email the form to the correct email address (jobs.ph@greenpeace.org), addressed to the HR Department, and ensure that your application form arrives before the closing date. Application forms received after the closing date will not be accepted.
4. If you have questions, kindly email jobs.th@greenpeace.org.

Thank you and we look forward to receiving your application letter and completed application form.