

JOB DESCRIPTION

Job family (Internal): Political & External Affairs Officer

Role (Internal): Realise

Level this JD covered (Internal):

L1 -Political & External Affairs Officer

L2 -Political & External Affairs Officer

L3 -Senior Political & External Affairs Officer

L4 -Senior Political & External Affairs Officer

Reports To: Political & External Affairs Manager / Program Manager

Effective from: 1 Oct 2017

PURPOSE and SCOPE OF THE JOB

The Policy and Public Affairs Officer is responsible for developing effective relationship with key actors in governmental and non-governmental organizations in the respective jurisdiction to promote Greenpeace campaign and organizational goals. Working closely with the campaign teams, the Policy and Public Affairs Officer will ensure the effective integration of political advice into campaigns and organizational development.

RESPONSIBILITIES

- Work with teammates and campaign teams to develop and implement government-related strategies and projects.
- Actively engage in building effective relationship with players in governmental and non-governmental organizations in order to promote campaign and organizational interests. Oversee development and maintenance of extensive contacts.
- Provide expertise with respect to political issues and civil society groups. Keep abreast of existing and emerging issues in the political and public domains which are related to the environment and Greenpeace. Conduct research. Analyze new development in support of campaign goals. Research and analyze a wide range of specialized material on campaign issues and strategies.
- Organize activities and other public events. Make presentations and respond to public speaking requests. Attend and/or organize conferences. Respond to public inquiries about own area of work. Prepare materials and publications.
- Be able to operate in fast changing circumstances with ability to quickly and effectively adjust plans to best deliver objectives.
- Other duties as assigned by the Unit Head.

Skill and expertise required

Domestic Politics



Work environment

Works in a standard office environment, and is frequently required to travel to other Greenpeace offices, campaign locations or locations where environmental problems require the presence of Greenpeace representatives.

Preferred Candidate Profile

Compensation Info. (for Job ad)