



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 our Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent direct actions against environmental abuses and destruction.

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

Greenpeace, an international environmental non-government organization, is comprised of 27 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 abuses. 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 the first office in Southeast Asia in 2000. Since then 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 on pressing environmental issues concerning our climate, forests, oceans, food, plastic, liveable cities, as well as social justice.

Greenpeace has four offices in Southeast Asia (GPSEA)—in Indonesia, Malaysia, the Philippines, and Thailand, with each office is composed of Programme Department (Campaigns, Communications, Public Engagement & Actions), Fundraising, and Operations Support (Human Resources, Finance & Administration, Information Technology, Security). Currently, Greenpeace Southeast Asia employs nearly 200 staff across the region, excluding the Direct Dialogue Fundraisers.

THE POST: WAREHOUSE AND LOGISTICS COORDINATOR

Position Summary

Warehouse and Logistic in action unit is an integral part of Greenpeace's campaigning. In GPSEA, the objective is to deliver innovative tactics and activities that advance the Programme goals and inspire engagement with Public Engagement and Action team through integrated offline engagement.

This is a highly dynamic position. Core responsibilities include:

- Making sure that vehicles, boats, other equipment, and the facility itself are well maintained, including keeping track of the history.
- Hiring and supervising volunteers, activists, interns, international activists, and other staff in the warehouse
- Traveling for action coordination/support or personal development/trainings, sometimes for weeks at a time, as well as seeking out similar opportunities for staff and activists.
- Ensuring that the warehouse, equipment and the people using them are adhering to safety standards/ protocols

- Leading production process of various action props such as banners, theatrical props, costumes etc..
- Creating, developing and maintaining new systems in an ever-changing environment
- Making sure that the warehouse can be used by the allied networks, groups and organisations in a safe and secure way.

The ideal candidate will need high motivation that comes from their dedication to work on the environment, and being inspired by and believing in non-violent direct action as a method of working for change.

The successful candidate will be motivated and willing to learn, and as willing to do dull, monotonous, non-glamorous tasks, as amazing, exciting, challenging jobs that you could never imagine. Perhaps you'll know how to rebuild an engine, but far more important would be figuring out who could get it done - in the best and most cost-effective way, safely, within a defined timeline, amidst a blur of other simultaneous activities. We have a lot of equipment, including a lot of unique and specialized equipment – no one is or could be expected to know it all.

You could have some/much knowledge of boats, climbing, and out-of-the-ordinary shipping. It would be helpful to be artistic and handy/familiar with tools and building. You'll keep an eye out for simple systems that will increase efficiency and functionality, and have a sense for budgets, and evaluating spending.

The ideal candidate might not know all of the work safety regulations, but they'll know why it's important. You will be comfortable and willing to work with all kinds of people: mechanics, activists, contractors, other Greenpeace staff, police, and lawyers. They must recognize when a problem is outside their realm of experience and either speed-read their way into a new profession or find the appropriate person for the job.

If you have an affinity and/or talent for interviewing, invoices, driving boats, playing with robots, herding cats, video conferencing, gaffer tape, punctuality, facilitating, machinery, and the environment, you might be the right candidate for this position.

Having good communication skills and eagerness to share skills and knowledge with volunteers, activists and other network members will also be beneficial for the position.

Basic English is a requirement for the position.

This is one year fixed term contract based in Jakarta

Key Duties

WAREHOUSE

- Manage and maintain all aspects of the warehouse and other fixed assets.
- Hire, train, and supervise staff and volunteers working in the warehouse and/or with equipment as required.
- Promote GPID warehouse as a place of creativity in campaign tactics of GPID and among civil society such as environmental groups, human rights groups, women groups, etc.
- Work with other GPID teams to conduct skillshare about warehouse, logistics, creativity and other related works by continuously promoting the warehouse and opportunities it offers to the GPID staff

- Have knowledge and/or skills to use any of the equipment in the warehouse or direct access to those who do.
- Ensure adequate insurance coverage and security of warehouse and equipment. Ensure that security procedures are adhered to in coordination with the finance and organisational support units.
- Ensure adequate insurance coverage for training or other special events that take place in the warehouse, or using actions equipment.
- Periodically review the suitability of the warehouse in meeting the needs of the Actions Team and make recommendations for improvements and changes.
- Ensure the warehouse is kept safe and tidy at all times.
- Ensure that health and safety procedures are strictly adhered to by all personnel, volunteers and visitors in the warehouse and its direct vicinity.
- Ensure the safe use, storage and disposal of hazardous materials in the warehouse
- Ensure that any contaminated equipment is fully decontaminated and cleaned prior to storage and maintenance, or is disposed of properly if required.
- Work together with the GPID staff to develop warehouse to be environmentally friendly in energy source (renewable) and other aspects.
- Responsible for reporting all financial aspects of running the warehouse, including budget proposals, cost control, dealing with invoices and budget reports to the Regional Actions Manager.
- Coordinate with the Security, Finance and Org. support units to ensure that security, finance and administration issues are addressed. Such as, rent contracts, bills, building maintenance etc.

EQUIPMENT & VEHICLES

- Aid in ensuring that all equipment and vehicles are correctly stored, maintained, and ready for use.
- Coordinate with GPSEA Warehouse Associates in Indonesia and Philippines to create and develop systems to keep an up-to-date equipment inventory database and files on equipment identification, use, damage, and repair.
- Assist in all aspects of action follow-up pertaining to equipment, including the return/replacement of seized equipment and updating equipment logbooks in conjunction with action coordinators upon completion of events.
- Responsible for supporting action coordinators in all equipment-related matters in connection with the planning, preparation, coordination and execution of direct actions,

direct communications, environmental protests, investigations, tours, and other interventions.

- Ensure that all equipment is safely transported.
- Coordinate with the Finance and Org. support units to keep track of equipment during activities and seizure, and ensure its safe return to the warehouse. Keep records of damage, wear and tear, and loss.
- Make sure that the official registration processes for the vehicles are done correctly.

TRAINING

- Provide input into the development and implementation of the Activist training program and as needed act as a trainer, especially in one's field of expertise.
- Supervise action participants working in the warehouse and/or with equipment related to the preparation of a specific action.
- Serve as a trainer during action-related skills training, and work as part of the Actions Team to develop training programs and protocols.

DIRECT ACTION & FIELD OPERATIONS SUPPORT

- Ensure the appropriateness of the equipment used and the safe use of it, as well as the qualifications and licenses of the user, and the safe transport during actions.
- Ensure equipment-related matters are addressed in technical and logistical debriefs after every action, and that relevant information is fed into the evaluation report.
- Work as part of the Actions Team to assist in coordinating volunteers and staff non-violent direct actions.
- Ensure that innovative equipment, action tools and new and appropriate technology are available to the campaign teams for application to planning and execution of action tactics.

OTHER

- Develop and maintain relationships with other non-violent direct action organizations and with skilled professionals in related fields.
- Work closely with the Action Campaigner to create opportunities of warehouse use for allied organisations, networks and groups. Mentioned warehouse usage can be meetings, workshops, props building, banner production and so on.

- Perform any other job-related duties as assigned by the Actions Campaigner.

Educational Background & Fundamental Qualifications

- Bachelor's Degree in any related field
- Must possess a current driving license
- 1 year of professional experience (GPID volunteer experience is beneficial)

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 5:30 pm. Ordinary hours of work may be varied as agreed between staff and the line managers.

LEAVE

A fixed -term employee will be entitled to the following leaves:

Annual Leave: 20 days

Parental Leave: As per labor laws and Greenpeace policy

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 Southeast Asia is an equal opportunity employer with a longstanding commitment to providing a work environment that respects the dignity and worth of each individual. We recognize and value the benefits and strengths that diversity brings to our employees and the whole organization and we thrive in an environment that encourages respect and trust. We do not discriminate in employment opportunities or practices on the basis of age, ancestry, citizenship, color, disability, ethnicity, family or marital status, gender, gender identity or expression, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other legally protected characteristic. Selection will be in accordance with objective, job-related criteria and the appointment will be on the basis of the 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 (1) write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace, (2) fill out the attached Application form and email to jobs.id@greenpeace.org

Deadline for Applications: 12 October 2022

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. Write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace and 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.id@greenpeace.org

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