



## **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: JUNIOR ADMINISTRATION OFFICER**

### **Position Summary**

In this role this will ensure efficient administrative management of the Sorong office as part of the Indonesia Office in supporting Indonesia's smooth operation. These include providing administrative support, traveling, and accommodation arrangements, managing and maintaining office space and facilities, handling central procurement, etc.

This is a fixed term position based in Southeast Asia – Indonesia. The work location in Papua (Sorong Satellite office)

Key Role:

- Daily monitor all staff movements in Papua (including any remote workers)
- Implementing, adhering, and monitoring systems for Papua staff to increase their personal security. This includes running briefings, providing alternative route

maps for staff and other security suggestions for identified “at threat” staff, reviewing staff security arrangements, etc.

- Assist security-related liaison with community leaders/organizations, local authorities, and police departments in the vicinity of the Sorong office.
- Assist Security Officer in the production, review, and updating of all Papua office and Papuan forest project security standard operating procedures (SOPs) and conduct training for all relevant staff on the new SOPs.
- The first point of contact for emergency security situations in Papua (on-call); Campaign support related to Papua
- Managed office operations budget to be in line with approved ODP and manage office Petty Cash.
- Helping with the production of risk assessments, in consultation with the Indonesian Security Officer, campaigns, actions and logistics, and communications as required.
- Assist in the implementation/enforcement of Office policies, procedures, and programs, including Green office Policy, Security Policy, and CO2 Reduction Program.
- Responsible to report CO2 emitted by the Indonesia office and complying with reporting requirements.
- Work with Project Leaders and “Project” teams to ensure field security plans are completed for any projects.
- Assist security officer in sharing and disseminating Indonesia SOP and GPSEA security Policy to relevant staff through intensive coordination with Security Officer
- Support implementation of SOPs related to visiting staff from other GPSEA and NROs to Papua including pre-departure information gathering, briefings, and monitoring.
- Responsible for the implementation of the physical office security plans for the Papua office.
- Collaborate with other CSO and Community including other parties that will support our operations in agreed by task giver and Line manager
- Assisting all deliverables under Strand 2 related to Papua
- Assisting project core team in the project implementation and supporting other projects (cross-project) or activities within forest campaigns.
- Assisting the project team in communicating and coordinating with external and internal parties per Supervisor's request.
- Assist in designing and implementing Office security management (including office security training, fire training, and other security protocols):

- To take a leading role in managing and providing excellent office services and facilities to Greenpeace staff to support GPSEA's smooth operation which includes the following, but not limited to:
  - Incoming and outgoing communications coordination (phone calls, emails, couriers, bills)
  - Office equipment maintenance, include requisition and purchases
  - Office supplies and stationeries, including requisition and purchases,,
  - Maintain and manage office utilities, reception area, office space, working area, meeting rooms, and other office facilities
  - Other as required in providing excellent office facilities
  
- To provide and coordinate all training, meeting, VC, and conference room of the Indonesia Office.
- Assist Security Officer to ensure deadlines for the production of risk assessments and security plans are met to enable timely sign-off by RSM.
- Assist in monitoring security-related context in Papua and advising on Acceptance and Mitigation measures
- Assist in the Central Procurement function, as required by Line Manager.

### **Educational Background & Fundamental Qualifications**

- Bachelor's Degree in any field
- Proficiency in Microsoft Office applications
- Excellent organisation skill

### **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](mailto:jobs.id@greenpeace.org)

**Deadline for Applications: February 24, 2023**

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](mailto: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](mailto:jobs.id@greenpeace.org)

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