

**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 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, comprises 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 50 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 its 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, livable 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: OCEAN CAMPAIGN ASSISTANT**(fixed-term)

**Position Summary**

The ID Oceans Campaign Assistant will support the Greenpeace Indonesia Ocean Campaign Team in the planning/development, implementation, and monitoring of Ocean campaign projects, including providing technical and substantive support in preparing and promoting online materials (emails and social media content) and offline activities with program teams and volunteers. This position will be responsible for various administrative tasks including organizing and assisting all ocean team members in running administrative and financial processes, monitoring the finance team's program processes, project documentation, and document/knowledge management (such as recording meeting minutes, consolidating notes, photos, contacts, project papers/terms of reference, and social media posts, etc.) as assigned by Line Managers and/or Task Givers. In specific situations, as per external needs and under the instructions of the Ocean Campaign leader, the ID Oceans Campaign Officer is expected to work on other campaign issues and programs as required

**Duties and Responsibilities:**

**Purpose:**

**Conceptual**

* In conjunction with the **ID Oceans Campaign Leader - Country Lead for Beyond Seafood Campaign Project in Indonesia** and projects team, support the development and implementation of campaign works and projects in line with country Theory of Change,  short and long term goals for the Oceans campaign at national, regional and international level, including detailed strategy, activities, timelines and budgets.
* Assist **ID Oceans Campaign Leader- Country Lead for Beyond Seafood Campaign Project in Indonesia** and project team in designing and implementing strategies and tactics to educate and mobilize various targeted constituencies and the general public about Oceans issues and Greenpeace goals.

**Applied:**

* Participate in Oceans projects discussion, program meetings and planning regarding strategic issues within Greenpeace Southeast Asia (GPSEA).
* Working with Oceans project team, maintain up–to-date knowledge, be abreast with developments and capacity building opportunities especially for Ocean Defender volunteers group via online and offline activities, related to Oceans campaign projects.
* Participate in non-violent direct actions to support and advance campaign goals and organization objectives.

**Engage:**

**Internal**

* Assist Oceans project team on the development and implementation of digital strategies for online campaigning, social media and communications for Greenpeace Ocean projects, in collaboration with digital campaigning and GPSEA fundraising team (Including co-lead the operation and development of community portal Laut Sehat ID and Ocean Defender Social Media Channels).

**External**

* Build and contribute to Greenpeace Oceans Campaign projects presence on social media including regular updates and personal communications with followers

**Delivery:**

**Timeliness**

* Assist **ID Oceans Campaigner - Country Lead for Beyond Seafood Campaign Project in Indonesia** in the organization and the documentation of project activities, reflections, weekly or bi-weekly meetings, ensuring robust knowledge management for the project.

**Quality**

* Assist administratively the campaign and project works in regards to activity budget planning and reporting, arrangements on procurement processes including freelancers/consultants and/or other 3rd parties hiring’s

**Requirements**

* **Education**: Bachelor’s Degree or equivalent work experiences. Communication, Digital Marketing, Management or other related fields of study are considered.
* **Experience:** Demonstrated a minimum of 3 years related experience with clear and satisfied achievements.
* **Technical - Organizational competencies:**
* Preferred skills include experience in key program areas: data and knowledge management, project administration, public speaking, strategic planning and organizing volunteers and people around an issue.
* Proven ability to work both independently and in close coordination with a team.
* Knowledge and/or experience in working with others and presenting information, ideas, and positions in a clear manner that can easily be understood across diverse and diverse cultural audiences.
* Excellent networking skills and the ability to communicate with a wide range of organizations and communities.
* Knowledge of the main environmental and social issues relating to Oceans and its impacts.
* **Technical - Functional competencies:**
* Strong documentation, writing and presentation skills.
* Strong personal organizational skills including ability to participate in multiple projects with competing priorities and timelines, strong interpersonal communication skills and ability to handle constantly evolving work.
* Knowledge and/or experience in digital campaigning, digital communications, online campaigns and delivering high impact campaigns and projects across channels.
* Knowledge and/or experience in engaging and building diverse communities and audiences across digital channels.
* Exceptional writing and editing skills, particularly in creating content for one or more digital channels.
* Desired knowledge and/or experience in working with volunteers.
* Excellent spoken and written Bahasa Indonesia and able to communicate effectively in both written and spoken English.
* **Notes:**
* **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

**THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST**

**Working hours**

Normal hours of work for full-time Employees 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

Sick Leave: 30 days

Parental Leave: As per labor laws and Greenpeace policy Compassionate leave: a maximum of 5 days for the death of significant others

**Salary**

In determining salary offers 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 and life 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 Opportunity Employer**

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 Procedures**

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 with the successful application.

**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

Kindly use **the position** you are applying for **AND** **your full name** as file name for your application form.

Example:

To: **jobs.id@greenpeace.org**

Subject: **Ocean Campaign Assistant\_(Name)**

Deadline for Applications: **24 November 2024**

**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.

Please note that we receive a large number of applicants for our advertised vacancies so 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.

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