

**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: Climate & Energy Manager**(fixed-term)

**Position Objective**

As Climate and Energy Campaign Manager, you lead Greenpeace Indonesia’s Climate and Energy Campaign Unit.

Climate & Energy Campaign Manager (C&E Manager) oversees and spearheads strategic planning and development, design, implementation, monitoring and evaluation of the climate and energy campaigns in Indonesia, as well as working closely with GPSEA’s Major Gift and Foundation Manager and Greenpeace Indonesia’s Country Director to fundraise or mobilize resource for the campaign.

Greenpeace Southeast Asia (GPSEA) and Greenpeace Indonesia (GPID) are shifting to a new way of campaigning based on a more comprehensive Theory of Change, which does not only address sectoral issues such as energy per se but also works on relevant structural problems such as corruption, domination of oligarchy, economic development paradigm, and the qualities of democracy. We believe working on those structural problems is necessary if we are to seriously address Climate Crisis impacts and accelerate energy transition from fossil fuels to renewables in Indonesia.

As a C&E Manager you are to provide leadership in establishing a strong project portfolio that corresponds to the abovementioned strategy. You will also strengthen integration across project’s/departmental roles and ensure it is aligned with organization’s processes, which contributes to the ability of the Programme Department to achieve objectives aligned with the global, regional and national programme objectives.

The C&E Manager will regularly make decisions that impact on the overall effectiveness of the C&E campaigns in Indonesia and oversee 5 (five) unit team members and as needed in certain campaign projects he/she will also indirectly oversee a number of project staff to ensure the projects run effectively and efficiently.

He or she will regularly work with the Fundraising Department to develop fundraising proposals, and strategies for public fundraising, to ensure sufficient resources to achieve the campaign objectives.

This is a full time position based in Indonesia working on climate change and energy issues, as well as working in countries within or outside the Southeast Asia region as required.

**Duties and Responsibilities:**

**Purpose - Conceptual**

* In conjunction with the Indonesia Country Director, develop a strategic work plan to achieve both short and long term goals for the Climate and Energy campaign based on the country’s Theory of Change, taking into account priorities of the regional and global programme.
* Ensure strategy and deliverables in Indonesia’s Climate and Energy projects aligns with GPSEA Programme and organizational strategies and priorities.
* Manage Indonesia’s Climate and Energy team and ensure appropriate team deployment to projects.
* Manage overall allocation of programme and project budgets in line with campaign and operational objectives and plans.
* Coordinate evaluations of campaign projects and identify strengths and weaknesses in the design, plan, and implementation as well as resource allocation of the projects to ensure continual improvement.

**Purpose – Applied**

* Take lead in the development of Climate and Energy campaign projects’ strategies and tactics to achieve national and regional goals and objectives, including through appropriate resource mobilization strategies.
* Maintain and continuously develop substantive knowledge of climate crises impacts, energy transition complexities, climate financing, and decarbonization of economy; as well as be able to present the related campaign messages to a variety of audiences in and outside Indonesia.
* Maintain and continuously develop substantive knowledge of political, regulatory and economic frameworks in Indonesia relevant to the campaign.
* Initiate and coordinate appropriate and timely processes of evaluation for completed projects in conjunction with GPSEA and Greenpeace International (GPI) evaluation guidelines.

**Engage - Internal**

* Identify programme and project related training needs and in conjunction with the human resource department support Country Director with strategies to address the needs. Ensure C&E team members are equipped with the required skills to deliver their jobs and have the potential to develop further in their respective roles.
* Participate in strategic campaign discussions and planning processes within GPID, GPSEA, with other Greenpeace national/regional offices (NROs) and with GPI. This will include both written and verbal discussions as well as attendance in specific meetings.
* Participate in regular progress reviews and evaluations of Climate and Energy campaign projects.
* Work with media and digital campaigners in preparing media and digital campaign strategies and deliverables.

**Engage – Internal**

* Engage in public debates or dialogues on climate and energy issues at regional, national and sub-national level as relevant to the campaign.
* Engage relevant government officials, both at national and provincial levels, to seek support for the campaign.
* Build alliances and/or support relationships with relevant affected communities, grassroots organizations, academic and professional groups, labor unions, NGOs and others in the region as identified in strategic planning.
* Represent GPID and GPSEA upon requests from GPI or in other relevant global events as required.
* Develop pro-active relationships with national and international media to increase campaign outreach.

**Delivery - Timeliness**

* Coordinate and ensure information flow smoothly within the campaign and other departments in Greenpeace Indonesia, and to GPSEA’s and GPI’s Climate and Energy campaign, and to other NROs and relevant regional NGOs.
* Write policy papers, policy briefs, op-ed articles and other campaign materials for use within Indonesia and the SEA region, in time as planned in campaign strategies and tactics.
* Ensure project interim, progress, and final reports are delivered on time and with high quality.
* Ensure direct reports comply with GPSEA policy and procedures, in a timely manner.

**Delivery – Quality**

* Design Climate and Energy campaign projects and implement strategies to mobilize various stakeholders in Indonesia, as well as the general public in regards to campaign issues and goals.
* Organize and oversee the work of short-term contractors where appropriate.
* Direct, organize and participate in non-violent direct action to support and advance campaign goals.
* Develop, manage and oversee the implementation of the budget of Climate and Energy campaign in Indonesia. Ensure that standards of quality budgeting, sound cash flow management and programme efficiency are met.
* Support the Country Director to ensure that financial and human resources needs are identified, prioritized and allocated as efficiently and effectively as possible.

**Requirements**

**Educational Background & Fundamental Qualifications**

* Bachelor’s degree or equivalent educational background, preferably in Science, Energy-related studies, Economics, Management, Communications, Community Development, or Social Sciences. Master’s degree is an advantage
* At least eight years of experience in middle managerial/leadership positions in relevant Civil Society Organizations, and at least five years’ experience in conducting strategic planning and development.

**Competencies and Skills**

* **Professionalism**: Knowledge and/or experience in managing conduct and emotions in a way that represents the values and realizes the objectives of the organization
* **Teamwork and Communication**: 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 multicultural audiences.
* **Innovation and Change**: Knowledge and/or experience in reflecting creative and imaginative thinking, openness to new ideas, and an ability to take calculated risks in order to meet organizational objectives.
* **Leadership**: Knowledge and/or experience in guiding and directing the efforts of others by presenting a clear vision, delegating responsibilities and providing constant support and feedback.
* **Strategic Thinking and Global Mindset**: Knowledge and/or experience in addressing organizational objectives by developing calculated approaches that integrate an openness to an awareness of diversity across cultures.

**Functional Skills**

* Excellent knowledge of the rapidly changing landscape of energy transition in Indonesia and its relations with the country’s climate commitments.
* Excellent lobbying and networking skills and the ability to communicate with a wide range of organizations and communities..
* Knowledge of regional and international political and financial institutions with a particular focus on those involved in energy issues.
* An ability to analyze regional energy trends and to plan campaigns to move governments and international institutions towards renewable energy solutions.
* Excellent strategic skills in analyzing, planning strategies for the Climate and Energy campaign in Indonesia, and more broadly in the region and demonstrated experience in these areas.
* Knowledge of the environmental and social impacts of Climate Change and the science behind it.
* Excellent spoken and written English.
* Demonstrated experience in an environmental/activist organization (work on climate and energy issues is preferred).
* Proven ability to work both independently and in close coordination with a team.
* Proven experience in directing a project from conception to completion.
* Demonstrated experience in working with people from different cultures and regions in a way which avoids conflict and promotes cooperative ways of working.
* Commitment to non-violent direct action as a means of achieving changes.

**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

Deadline for Applications: **November 30th, 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.