



SOUTHEAST ASIA

RECRUITMENT PACK

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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: SECURITY OFFICER

(Permanent)

Position Summary

The Security Officer is responsible for supporting organisational safety by ensuring the consistent implementation of security processes and protocols. This role involves executing security operations, monitoring compliance with standard operating procedures, and providing security support to staff in the field and office. The position is based in Indonesia and works closely with the Regional Security Manager to ensure that all security processes align with organisational standards.

Duties and Responsibilities:

Purpose

Conceptual

- Monitor security operations and ensure adherence to organizational security policies and guidelines.
- Provide regular updates on security threats and identify areas for improving operational security processes.

Applied

- Execute security risk assessments for field operations and office environments.
- Implement and monitor security SOPs for staff, including pre-departure briefings and regular safety updates

Engagement

Internal

- Collaborate with people & culture, finance & administration, program & fundraising teams to ensure that staff are briefed on security procedures and protocols
- Assist in organizing security training sessions and induction programs for new staff, focusing on adherence to established processes.

External

- Liaise with local security authorities and community contacts to stay informed of potential security risks.
- Ensure all communication with external security stakeholders is in line with the organization's operational needs.

Delivery

Timeliness

- Ensure timely execution of security procedures, including risk assessments, incident reporting, and staff monitoring.
- Respond promptly to security incidents following established protocols, escalating issues as required.

Quality

- Maintain high standards of security implementation, ensuring that all tasks and processes meet organizational security requirements.
- Regularly review and update security SOPs, incorporating feedback from field operations and internal assessments

Requirements**Education**

Bachelor's degree in a relevant field (e.g., Security Management, Risk Management, International Relations) or equivalent experience.

Work Experience

Minimum 2-3 years of experience in security management, preferably in an INGO or multinational environment. Experience with cross-cultural teams and working in high-risk areas is desirable.

Organizational Competencies

- Ability to work well under pressure and manage multiple tasks simultaneously.
- Excellent communication skills, with a focus on delivering concise, actionable security updates.
- Adaptability to evolving security environments.

Functional Skills

- Knowledge of security protocols and risk assessment techniques.
- Proficiency in using security monitoring tools and incident reporting mechanisms.
- Ability to train staff on security procedures and create clear, actionable security plans.

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: **Security Officer_(Name)**

Deadline for Applications: **31 March 2025**

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.id@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.