



## SOUTHEAST ASIA

### **RECRUITMENT PACK AND JOB DESCRIPTION**

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 Southeast Asia (GPSEA) offers you a variety of challenging opportunities to grow professionally. Collaborating with talented and passionate professionals, you will address the planet's most pressing ecological issues and mobilize citizens, corporations, and governments to change.

Greenpeace Southeast Asia (GPSEA) employs nearly 200 staff, all dedicated to meeting the professional standards expected of the world's leading campaigning organization for the environment. From our offices in Kuala Lumpur, Bangkok, Jakarta, and Manila we lead globally important campaigns within a national and regional context. We are financially supported by tens of thousands of people across the region. To remain independent, we have a policy of not accepting funding from companies and governments and therefore only accept donations from individuals and private foundations.

## THE POST: MALAYSIA COUNTRY REPRESENTATIVE

### **Position Summary**

The Malaysia Country Representative (MCR) is a transformational leader and the face of the organisation, responsible for cultivating a unified, collaborative, and values-driven culture within Greenpeace Malaysia. By aligning diverse teams on shared goals and nurturing a positive workplace environment, the MCR ensures the office functions as an effective, cohesive unit.

Drawing on global and regional objectives, the MCR leads the Malaysian office in developing and implementing integrated campaign plans that align Campaign, Operations & Fundraising efforts with robust communications, public engagement and marketing strategies. While reporting to the Programme Director, the MCR also actively **consults and collaborates with the Fundraising team** to ensure alignment and maximise impact.

**The MCR should be a dynamic public figure—well-informed on Malaysian politics and environmental issues—capable of leveraging professional networks and personal credibility to enhance Greenpeace’s visibility and influence.** With a focus on engaging supporters and potential supporters, the MCR champions strategies that amplify Greenpeace’s visibility, influence, and credibility in Malaysia. While responsible for the overall campaign strategy and its alignment with local, regional, and global goals, the MCR also nurtures external networks and stakeholder relationships essential to achieving impact.

### **Duties and Responsibilities:**

#### **1. Purpose**

##### **Conceptual**

- Lead the implementation of the three-year Integrated Country Programme Plan for Greenpeace Malaysia, staying flexible to evolving opportunities and challenges. At the close of the cycle, guide the development of the next plan, informed by lessons learned and shifting priorities.
- Champion cross-functional collaboration among Campaign, Fundraising, and Operations, building frameworks that ensure shared objectives and integrated delivery. Promote a culture of continuous learning, innovation, and adaptation, embracing positive “failing forward” as a driver for growth.

- **Ensure alignment** of national campaigns and engagement strategies with Greenpeace's regional and global frameworks, leveraging innovative approaches to storytelling and public mobilisation.
- **Stay current with national and international political developments and environmental trends**, integrating these insights into strategies to maintain Greenpeace's relevance and impact.

#### Applied

- **Oversee budgets and resources**, including a discretionary fund, ensuring their effective and strategic use. Collaborate with relevant staff to explore additional funding opportunities within Greenpeace's guidelines, and manage grants or major donor funds aligned with organisational goals.
- **Provide leadership** on campaign and project development to address key environmental issues in Malaysia, focusing on maximising public engagement and strong alliances with partners and allies.
- **Act as a unifying force** within the office, working closely with programme and fundraising leaders to strengthen collaboration, trust, and team cohesion across departments.
- **Leverage professional relationships and personal credibility** to represent Greenpeace effectively in key national forums and strategic engagements, thereby amplifying the organisation's voice.

## **2. Engagement**

#### Internal

- Promote a positive and inclusive workplace culture by encouraging collaboration, addressing challenges constructively, and upholding organisational values.
- Convene and lead the Country Core Team (CCT) to ensure smooth cross-functional coordination, encouraging open communication and alignment on organisational priorities.
- Develop and implement team-building initiatives to strengthen relationships, boost morale, and create an environment of trust and mutual respect.

## External

- Build and sustain high-value relationships with NGOs, community leaders, media, donors, and other stakeholders to strengthen Greenpeace Malaysia's network and impact.
- **Serve as a compelling and well-informed spokesperson** in public forums, media engagements, and strategic meetings, demonstrating insight on political and environmental issues while maintaining consistent messaging and credibility.
- Actively engage with Greenpeace Southeast Asia (GPSEA) regional and the global network, sharing lessons learned and insights to foster collaboration and innovation.

## **3. Delivery**

### Timeliness

- Ensure implementation of the Theory of Change and the delivery of impact objectives and KPIs as outlined in the country programme plan.
- Ensure that engagement and marketing plans are responsive to shifting social and environmental contexts, optimising Greenpeace's connection with Malaysian audiences
- Oversee organisational planning and evaluation processes, ensuring clear communication of goals, milestones, and adjustments.

### Quality

- Promote a culture of excellence, ensuring that all outputs—campaigns, digital content, fundraising initiatives—meet Greenpeace's high standards of effectiveness, integrity, and brand coherence.
- Drive continuous improvement in staff development by providing coaching, mentorship, and targeted training that supports both professional growth and team cohesion.
- Continuously evaluate and improve operational and administrative processes, ensuring legal compliance, financial prudence, and adherence to GPSEA policies.

## Requirements

### Key Competencies

- **Relational Leadership:** Demonstrated ability to unify diverse teams, build trust, and create an inclusive, collaborative workplace culture.
- **Strategic Thinking:** Strong capacity to develop engagement-focused strategies that align national initiatives with GPSEA's long-term goals.
- **Relationship Building:** Exceptional interpersonal skills to cultivate and sustain partnerships with internal and external stakeholders.
- **Conflict Resolution:** Skilled in navigating challenging interpersonal dynamics, addressing toxicity, and fostering a positive, values-driven environment.
- **Engagement Expertise:** Deep understanding of audience mobilisation, public engagement, and marketing strategies that drive visibility and influence.
- **Project & People Management:** Proven experience overseeing complex, multidisciplinary projects—setting targets, managing budgets, ensuring accountability—and effectively developing staff.
- **Communication:** Outstanding verbal and written communication skills in English and Bahasa Melayu, with the ability to inspire diverse audiences.
- **High-Profile Reputation (Preferred):** Existing credibility, networks, or public profile within the Malaysian socio-political or environmental sector.
- **Interests:** Strong alignment with Greenpeace values and principles.

## Requirements

- **Education:** Bachelor's degree or equivalent professional experience in organisational leadership, communications, marketing, or a related field.
- **Experience:**
  - Minimum 8 years of leadership experience, with a proven track record in leading diverse, cross-functional teams.
  - Preferred background in campaigning, advocacy, or public affairs, with demonstrable ability to navigate complex political and environmental landscapes.
  - Experience in addressing and improving team dynamics, fostering collaboration, and unifying teams around shared goals.
  - Background in public engagement, stakeholder relations, or marketing, with experience in advocacy or campaigning as a plus.

- **Other:**
  - Flexibility to adapt to changing circumstances, manage multiple priorities, and lead effectively during high-pressure situations.

### **Organisational Competencies**

- **Professionalism:** Demonstrates high standards of integrity, empathy, and fairness in all interactions.
- **Teamwork and Communication:** Creates open channels of communication, strengthens team cohesion, and ensures transparency in decision-making.
- **Quality:** Upholds the highest standards in engagement, marketing, and operational outputs.
- **Innovation and Change:** Proactively introduces strategies to address workplace challenges and drive cultural transformation.

## **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 permanent 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: 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 recognise 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, colour, 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 Motivational, 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 [jobsmy@greenpeace.org](mailto:jobsmy@greenpeace.org)

**Deadline for Applications: 4 April 2025**

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 a Letter of Motivation**, 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) are accepted.**
3. Make sure you email the form to the correct email address ([jobsmy@greenpeace.org](mailto:jobsmy@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 [jobsmy@greenpeace.org](mailto:jobsmy@greenpeace.org)

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