



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, 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: HUMAN RESOURCES MANAGER

Position Summary

The Human Resources Manager will lead and manage the Philippine HR Operations unit in developing, planning, and implementing HR talent management

strategies, in support of the GPSEA goals and operations, taking into account the organization's long-term needs.

Due to immigration restrictions, we are only able to accept applications from those who can legally reside and work in the Philippines.

Key Duties

Operational Management

- Manage the Philippine HR team to achieve optimal performance and development
- Focus on overall Philippine Office / operations Alignment, Capability and Engagement to enable maximum people performance
- Ensure operational excellence and quality in all HR administration ensuring Philippine Office efficient and timely payroll administration, contract administration and filing, recruitment, leave management, policy administration and benefits management
- Maintain involvement in the regional HR strategy development and execution and potential to be a part of the global Greenpeace HR community and as may be necessary, represent GPSEA in international planning and other internal meetings
- Develop and maintain of key analytics and business intelligence to drive progress and decisions
- Manage restructuring process to enable effective change management relating to changes in structure and job descriptions

Recruitment, Induction, and Succession

- Oversee the recruitment process within the Region/Country by liaising between the directors, managers and country HR Officers
- Monitor and provide advice in Processing of Employment Requisitions, Recruitment pack preparation, job postings, interview participation, interview schedules, reference checks, job offer and negotiation to ensure that the recruitment and selection process is monitored and managed at the agreed timeline
- Focus on improving the recruitment process by assessing and exploring recruitment channels to be able to achieve the recruitment objectives and keep update KPI/metrics of recruitment by monthly basis
- Provide approvals on remuneration advice, job offer and employment contract for successful candidate and prepare in the absence of country HR Officer
- Manage and coordinate the induction process for all new employees to help establish Greenpeace Culture and to help new employees settle in their role. Monitor the recruitment process to ensure that this is delivered in a timely manner, and lead its evaluation with the aim of continuous improvement of the process
- Manage the succession planning program to ensure identification of talent, growth and development and internal employee readiness for promotion

Performance Management (PM)

- Design and implement an effective PM process in the national office by providing information on GPSEA PM Policies and Procedures, and ensure that staff follow the PM cycle and process
- Manage country HR Officer performance to ensure that they are meeting their individual objectives in line with the Performance Management Policy
- Provide effective communication of the PM process to Managers and staff and ensure continual monitoring of activities and PM process is reported on a regular basis and ensure PM variable pay programs are effectively implemented
- Manage and follow up completion on individual performance evaluation to be aligned with company's goals

Learning and Development (L&D)

- Liaise and coordinate with L&D Manager on organizational level learning and development needs along HR Operation Programs

Policy Implementation

- Develop, communicate and monitor the implementation of HR policies and procedures to ensure understanding and acceptance; ensuring compliance and manage inquires and investigations as required
- Extend advice to Line Managers and staff in regards to the right interpretation of HR Policies impacting their work situations

Budget Management

- Develop, monitor and manage the expenditure of the national HR budget, according to agreed objectives and the priorities of the unit, in order to ensure cost effective operation

Building Partnership

- Participate in related professional organizations within the country/region to enhance current HR practices and to promote our environmental campaigns
- Establish professional relationships with relevant people in GPI and Greenpeace National Regional Offices
- Establish connections with country government mandated entities for legal compliance

Educational Background & Fundamental Qualifications

Level of Education:	Bachelor or Master
Field of Study:	Bachelor's degree, preferably in the field of HR Management, Business Management, Psychology, Behavioral or Social Science, Industrial Relations, or relevant experience

Work Experience:	At least 5 years' experience in human resource operations management, including recruitment and selection, performance management, information management, policy implementation, succession planning and talent review.
Training or Certificate:	n/a

Competencies and Skills

Organizational Competencies	<p>Professionalism: Demonstrates accountability, responsibility and integrity even in difficult situations and delivers results effectively; delivers work with a quality level and manages conduct and emotions in a way that represents the values and objectives of the organization</p> <p>Valuing People: Cares for and supports colleagues, contributes towards practices and behaviors that facilitate fairness and equity across the organization, and demonstrates a concern for all those doing the work of Greenpeace regardless of their role</p> <p>Global Mindset: Proactively engages with people from different backgrounds, encourages equal opportunity for all and participation from everyone, and ensures that diverse thoughts are freely shared and integrated. A commitment to peaceful direct action as a means for change and Greenpeace values and policies</p> <p>Cutting Edge: Searches for creative ideas and solutions, adds competitive advantage to the organization, develops new insights, and applies different and novel situations to make improvements</p> <p>Leadership and Management: Ability to plan and organize projects and departmental deliverables. Ability to empower and develop people within the organization. Manage the vision and direction of the department with strategic management principles. Ability to resolve conflict situations and propose <i>effective solutions</i>. Strong management, planning, administrative, financial and organizational skills and a demonstrated experience supervising projects</p>
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Functional Skills	<ul style="list-style-type: none"> • Knowledge and/or experience in labor and employment law • Knowledge and/or experience in recruitment management and practices • Knowledge and/or experience in developing legal contracts and agreements • Knowledge and/or experience in developing and implementing organizational and/or departmental training curriculums • Excellent spoken and written English and excellent spoken and written • Knowledge and/or experience in HR personnel and salary administration • Knowledge and/or experience in Employee relations and organizational policy development • Knowledge and/or experience in increasing organizational satisfaction and commitment • Knowledge and/or experience in developing and implementing Performance Management and Succession Planning • Excellent Computer skills in Microsoft Programs (excel and word)
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Work Environment

Specific Work Environment	Office working environment with a cross cultural staff
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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.

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

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 is committed to the principle of Equal Employment Opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of 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 you can download from the link <https://www.greenpeace.org/philippines/story/4197/job-opening-human-resources-manager/> and email to jobs.ph@greenpeace.org

Deadline for Applications: March 23, 2020

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), 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.ph@greenpeace.org

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