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**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: PROGRAMME OPERATIONS COORDINATOR**

**Position Summary**

Reporting to the Programme Director, this role will maintain and manage a systematic approach to programme operations including maintaining an overview of human and financial resources required across the programme units and project teams, ensure that the project operating model is implemented and work closely with country support teams to develop, maintain and strengthen programme planning and monitoring systems. As part of the Programme Director’s Team, this role will ensure effective coordination and smooth running of all programme department activity.

Due to immigration restrictions, we are only able to accept applications from those who can legally reside and work in the GPSEA Offices (Philippines, Thailand, Indonesia or Malaysia).

**Key Duties:**

1. ***Programme and project portfolio processes planning, monitoring and evaluation***

* Lead the development and improvements of systems related to programme portfolio management
* Establish, develop and maintain programme and projects systems and processes, in coordination and cooperation with the Programme Departmental Directors, Finance Director, Country Directors and relevant GPI personnel, that allow for more effective integration across the organisation.
* Establish, develop and manage systems for monitoring, approving, scheduling and prioritizing the range of programme activities of project teams and another non-project programme department output.
* Manage and report the department’s operational decision-making processes.
* Develop and refine (including advising the Programme Director on) the programme planning process and its elements to ensure smooth integration with international planning processes and outcomes.
* Manage project portfolio through agreed project cycle in Project Model (POM) system.
* Establish, manage and streamline global requirements for GPSEA led projects.

***2. Resource Management***

***2.a. Resource Planning***

* Establish, and with support from Programme Directors Team, maintain resource planning systems and processes, consistent with annual and rolling organisational scheduling.
* To ensure that financial and human resources are identified, prioritised and allocated as efficiently and effectively as possible.
* Ensure programme budget holders have access to efficient support from finance for agreed financial processes.
* Ensure foundation funding and major donations are aligned to GSPEA priorities through agreed process with Fundraising.

***2b. Financial Management***

* Advise the Program Director and Programme Directors Team on allocation of overall programme and project budgets in line with campaign and organizational development strategies and operational plans in order to help optimize the use of available financial resources in the delivery of Greenpeace campaigns.
* Establish, manage and monitor integration and interaction between GPSEA programme budgets, international project budgets, external grants for projects and NRO cluster project budgets – including the rationalization and reconciliation of those budgets and interconnection of reporting and coding.
* Manage overall programme budget and provide financial analysis and advice to the Programme Director and Programme Director’s Team.
* Monitor project and programme department expenditure in order to build knowledge about overall spending patterns and enable more effective evaluation of projects.
* Establish, develop and maintain workable and effective systems to enable efficient tracking and oversight of programme and projects budgets.

***2c. Staff Planning***

* Assist in identifying staffing requirements for programme projects and monitor staffing commitments in line with GPSEA campaign project objectives and priorities to ensure the ongoing delivery of the programme.

***3.*** ***Coordination Responsibilities***

* Supervision/coordination of teams that support clear and cohesive portfolio management (of projects) e.g. Programme Assistant’s Team (e.g. Strategy & Analysis, Engagement, Country Assistants) designing and maintaining GPSEA Programme calendar.
* Supervise and manage consultants or other roles as directed by the Programme needs (e.g. external evaluators, Project Training consultants)

***4. Training & Capacity building***

* Identify programme and project related training needs and in conjunction with the human resource department, support PDT with developing strategies to address these in order to ensure programme staff are equipped with the skills needed to deliver their jobs and have the potential to develop further in their roles as required.
* Ensure any project management related trainings and systems are customized to GPSEA needs, in collaboration with GPI and HR
* Lead the Programme capacity development plan, in collaboration with the Programme Directors Team and Learning and Development Manager.

***5. Monitoring, Evaluation & Review***

* Coordinate evaluations of campaign projects and identify strengths and weaknesses in the financial and human resource allocation process to ensure continual improvement of resource planning procedures and systems.
* Initiating and coordinating appropriate and timely processes of evaluation for completed projects in conjunction with GPSEA , cluster NRO and GPI evaluation guidelines and personnel.
* Coordinate with PDT to develop and use tools for project monitoring, evaluations and assessments
* Perform analysis of findings of monitoring, evaluations, assessments and learning activities implemented; package and disseminate findings to inform programming
* Contribute to campaign, project and country assessments by ensuring that evidence and learning from previous monitoring and evaluation activities are consolidated and incorporated in analyses
* Coordinate with PDT to contribute to the design of new projects, including input to logical frameworks, and integration of evidence and learning from previous projects

***6. Other***

* Represent GPSEA programme within the global organization or externally
* Any other duty as requested by the Programme Director

**Educational Background & Fundamental Qualifications**

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| **Level of Education:** | Academic degree in finance business or information management |
| **Field of Study:** | Preferably in Communications, Marketing, Business, or related field (or equivalent work experience) |
| **Work Experience:** | Minimum of 3-5 years of Programme (preferably within an NGO environment)   * Demonstrated experience of planning and monitoring complex financial and campaign and/or information projects * High level of personal and work organisation; efficiency; orientation to detail * Strong skill set with variety of project management and presentation tools in terms of both application of presentation logic as well as facility with the software/graphics * Knowledge and experience of managing budgets * Experience of working on an international level * Fluent written and spoken English * People Management experience (minimum of 2 years) |
| **Training or Certificate:** | N/A |

**Competencies and Skills**

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| **Organizational Competencies** | * **Communication:** knowledge and/or experience in presenting information, ideas, and positions in a clear and convincing manner that can easily be understood by the targeted audience * **Quality:** Knowledge and/or experience in meeting and surpassing the needs and requirements by setting high standards for the quality of work output * **Knowledge Sharing:** Knowledge and/or experience in sharing information across networks to encourage creative problem solving, the development of social networks, and the communication of issues to different audiences |
| **Functional Skills** | * Awareness and knowledge of local and/or regional socio-economic environment * Awareness and knowledge of local and/or regional socio-economic environment * Awareness and knowledge of local and/or regional political environment * Knowledge and/or experience in research and investigation * Knowledge and/or experience in campaigning * Knowledge and/or experience in non-violent direct action * Knowledge and/or experience in public engagement (mobilization of people) * Knowledge and/or experience in effectively dealing with confrontational situations * Knowledge and/or experience in Crisis management * Ability to synthesize legal issues and to communicate on them in wording, adapted to a target audience * Strong negotiation, communications and presentation skills * Fluency in written and spoken English |

**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 and email to [jobs.ph@greenpeace.org](mailto:jobs.ph@greenpeace.org)

Deadline for Applications: 30 September 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](mailto:jobs.ph@greenpeace.org)

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