



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 and Security).

## **THE POST: INSIGHTS SUPPORT ANALYST (Kuala Lumpur/Manila)**

### **Position Summary**

The Global Engagement Department ensures that priority National & Regional Organisations deliver our engagement strategy and are well positioned to meet

the objectives of our long-term global framework through people powered campaigning in order to:

- Inspire, mobilise and engage millions of people to campaign alongside us
- Reach and empower a wide segment of society to be directly involved in our work
- Deepen supporter engagement with, and contributions to, our campaigns and vision.

The Insight Support Analyst conducts support and analyst duties to support Regional Greenpeace offices to succeed in their use of advanced data tools, business intelligence and reporting products. Part advisor, trainer, mentor and do'er, this role holds relationships with practitioners across many countries with the goal of facilitating their success with data.

This is a full-time fixed-term employment contract for 18 months based in either Kuala Lumpur or Manila.

## **Key Duties**

### **1. Data & Analytics Advisement & Support for Greenpeace Offices (65%)**

Act as a primary point of contact between Greenpeace International and data practitioners in our national and regional offices. Work closely with these teams providing them with sound technical advise, mentoring, training and collaborating on delivery of their data projects

- Translation of business objectives and proposals into technical implementation plans
- Develop and lead technical trainings with multicultural teams in person and over video conference
- Mentoring & coaching of practitioner staff to deliver technical projects
- Ownership of support services to regional offices, including receiving and addressing support tickets

### **2. Development and Implementation of Data Products (35%)**

Lead implementation of data products including data ingestion, transformation, analytics and reporting pipelines for Greenpeace International and our national and regional offices:

- Responsible for data cleaning, data munging, data tagging and other data preparation needed to deliver reporting and analysis functions
- Lead delivery of automated Extract Transform Load (ETL) data pipelines and reporting pipelines/workflows
- Create fit-for-purpose reports & dashboards including data model design, data quality assurance, data workflow implementation and report design in Tableau.

## **Educational Requirements and Competencies:**

- At least 4 years of experience in a Data Analyst role with experience in complex data work and associated technologies.
  - Complex meaning either: large data volume, wide data type variety, velocity of data, or managing automated data pipelines/workflows.
- At least 2 years experience contributing to the monitoring of growth, engagement, communications or mobilisation strategies.
- A detailed understanding of direct marketing, digital marketing, CRM and appropriate KPI's.
- The ability to translate data conclusions into actionable recommendations and to communicate the conclusions of complex data analysis to non-expert audiences.
- Experience in working with multicultural staff and teams and across borders.
- A good understanding of business and financial planning.
- Knowledge of Business Intelligence systems
- Intermediate experience in at least one data analysis programming languages : SQL, R and/or Python
- Desirable to have experience with Tableau or equivalent dashboarding software
- Analytical knowledge of database structures and designs
- Ability to develop ad-hoc tools for analysis and forecasting
- Fluent written and spoken English.
- Experience in working effectively to very tight deadlines and under stressful conditions

## **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 the 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 June 2021**

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](mailto: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.