



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: REGIONAL RESEARCH ANALYST

Position Summary

The Regional Research Analyst is responsible for conducting strategic research, data collection, analysis and investigations to help better inform

projects and campaigns across Greenpeace Southeast Asia. This includes providing support to project teams with relevant research and investigation outputs to ensure that campaigns are backed with credible and effective data and evidence. The person will also provide and execute strategic advice on the development of research and investigations.

The post holder works closely with the Regional Research & Investigations Coordinator to carry out research and investigation, data collection and interpretation for projects and campaigns. The work will consist mainly of desk research to gather information, insights, evidence, and data on main environmental issues, especially looking into how this could translate into analysis, actions and solutions. Field investigations may also be required in certain circumstances.

The post holder usually works in project teams requiring research and investigations that are sophisticated in nature and broad in scope, and may involve coordinating with others to implement the plan. S/he also assists the Line Manager to enhance research capability. The post holder may be assigned to work in projects which involve other Greenpeace offices, including coordinating regional and global research tasks. Discretion is exercised in handling confidential and sensitive information.

This is a full-time position, based in either Kuala Lumpur, Bangkok, Jakarta or Manila. Citizens of Malaysia, Thailand, Indonesia and the Philippines are encouraged to apply.

Duties and Responsibilities:

Conceptual tasks, strategy development

- In conjunction with the Regional Research & Investigation Coordinator, advise campaign projects on research-related matters and research and data-oriented opportunities. Collaborate with Regional and Country Teams to identify needs, process improvement opportunities, and devise strategies relevant to data collection and analysis.
- Design research and investigations plans according to Greenpeace standards and protocols, including finding and verifying credible, relevant, and reliable sources of information.
- Keep abreast of research methodologies, tactics, tools, and discourse on the main environmental issues which could be of use to Greenpeace.
- Identify up-to-date sources of data and methods to continuously improve data collection, analysis, and reporting.

Implement desk research and investigations

- Conduct research and analysis related to a variety of campaign issues. Identify and analyze local, national, and global trends that may be relevant to the organization. This may include interpreting trends and patterns in large data sets.
- Collect and analyze information and data in proper format. Capture and organize useful information and data into databases to ensure strategic

and valuable information is available for campaigning purposes.

- Prepare research materials and outputs, including producing briefing papers and reports to support campaign goals.
- Prepare reports for management that effectively communicate trends, patterns, and predictions using relevant data.
- When relevant, initiate collaboration and maintain relationships with internal and external individuals and institutions to enhance Greenpeace research capability.
- With guidance from the Regional Research & Investigation Coordinator, identify and prioritize research needs and strategies across Greenpeace Southeast Asia's offices.
- Work closely with project teams to effectively plan and conduct research projects that contribute to the project's objectives.
- Work with communications and engagement colleagues to ensure that research and investigations are translated into actionable strategy and/or communications for targeted external audiences in each country.
- Help identify and develop a pool of external researchers or collaborators when required.
- Ensure accurate and professional research tasks are delivered in a timely manner.

Compliance/ Keeping Framework Conditions

- Ensure Greenpeace research and investigation are of professional quality and meet agreed global standards.
- Follow appropriate safety and security protocols in Greenpeace.
- Lead and be involved in the development of research-related protocols, policies and standards.
- Evaluate research process and outcomes. Complete evaluation reports if required.
- Responsibly direct and control project spending.

Skills and Experience Required:

- Education: Bachelor or Master Degree or equivalent working experience, preferably related to the environment, climate change, human rights, sustainable development, social sciences or other related fields.
- At least three years research or field investigation experience.
- Experience with data collection and analysis is desirable.

Organizational Competencies:

- Goal Orientation: Adopts a strong orientation toward achieving goals and results; holds high expectations for self and others.
- Interpersonal Relationships: Demonstrates an active concern for people and their needs and the ability to build key stakeholder relationships.
- Knowledge sharing: The ability to use and contribute to knowledge bases in the organization, developing and sharing leading practices.
- Innovation: Comfortable in fast-changing environments; willing to take risks and to consider new and untested approaches.

Functional Skills:

- Highly developed research and analysis skills, including the ability to identify and interpret relevant information, and deliver clear and actionable findings.
- Excellent technical report writing and presentation skills.
- A keen interest in the environment and humanities related to campaigning, social movements and environmental protection.
- Proven ability to work both independently and in close coordination with a team.
- Experience in working with multi-cultural staff and teams and across borders.

Preferred Skills:

- Strong skills in written and spoken English are required. Skills in another language of Southeast Asia (especially Bahasa, Thai, Filipino) would be an advantage.
- Experience working with data and/or statistical analysis would be a plus.
- Experience with environmental issues and science behind it would be a plus.

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 organisation 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 identity or expression, national origin, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other legally protected characteristic and would like to invite you especially to apply. 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 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

Deadline for Applications: 30 June 2022

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.