

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, comprises 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 its 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, livable 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: JUNIOR CITIES PROJECT OFFICER

Position Summary

We are building the counter power from CoLEAD communities from four directions as we leverage GP strengths in terms of support from existing partners and volunteers. We will continue to build and sustain the urban social movement using the urban justice (food, energy, waste, education, health, mobility, well-being / mental health) calls as entry points. Social listening and assessment will be done following criteria based on the stakeholder's analysis and planning outlook.

The project will be conducting research on the following:

- City Assessment/baseline - focus on urban injustices issues and the political, social, and economic aspects, active citizenry, and stakeholders mapping
- Research current LGU mechanisms for citizen participation in policy making
- People's perception survey in their cities and level of community engagement
- Monitoring of LGUs devolution transition plans and implementation of Mandanas Ruling, city investment and development plans, and city land-use plans.
- Mapping (GIS) consolidation

This is a fixed-term position for 1 year, based in Manila.

Duties and Responsibilities:

1. Technical Support (60%): Conduct background research and provide technical support to the Campaign Program;

- Conduct background research and/or supporting studies in the areas of urban/regional planning and development, monitoring and evaluation systems, and sustainable development indicators;
- Compile research materials in a systematic way and prepare background briefs/briefing notes as and when required;
- Collect and analyze socio-economic and environmental data, and synthesize information;
- Generate quantitative data charts/tables/graphs, and consolidate and update references list to policy briefs/papers/reports when required;
- Provide research support to the programme team;
- Liaise with research institutions, NGOs, and think tanks to gather data/information and inputs for relevant and timely research to guide the delivery of outputs/reports

2. Knowledge Management (20%): Provide support to knowledge documentation, knowledge building, and sharing.

- Synthesize and document lessons learned and best practices;
- Support the development of knowledge products;
- Contributions to the GP website, knowledge networks and communities of practice

3. Programme Support (20%): Provide administrative and logistics support to programme and project implementation.

- Participate in the planning and organization of consultations/conferences/seminars/workshops;
- Provide progress reports, meeting minutes, and conference/seminar/workshop reports.

Skills and Experience Required:

- Graduate of Urban/Environmental Planning, Social Development and/ related course
- At least 2 years' experience in research and development.
- Good written and oral skills.
- Experience in planning and reviews of local development plans, policies, and programs.

THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST **WORKING HOURS**

Normal hours of work for full-time Employees 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: a maximum of 5 days for the death of significant others

SALARY

In determining salary offers 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 recognize 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, color, 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 with the successful applicant.

APPLICATION GUIDELINES

Interested candidates are invited to (1) write Letter an of Introduction, explaining why you are qualified for the position and why they want to work for Greenpeace,
(2) fill out the attached Application form and email it to jobs.ph@greenpeace.org

Deadline for Applications: 18 January 2023

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 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.