



**Greenpeace South Asia**

**POSITION: L&D Specialist**

**This position is only open to the candidates that have legal rights to live and work in Sri Lanka.**

This position is offered on a 12 month fixed term full time contract basis initially, with possibility of extension

Location: The position is hybrid (home-office). We offer competitive NGO level salary and benefits, the specifics of which depend on location where the successful candidates will be based. We aim to share this information with candidates before reaching the offer stage.

Greenpeace South Asia is a newly established regional office which is at the initial stage of development with an interesting portfolio of the countries. GPSA's environmental campaigns are focussed on just transition, climate change adaptation and building momentum towards more inclusive environment protection and sustainable development initiatives.

The Learning and Development Specialist will lead the design and implementation of systems to enhance learning capacity across Greenpeace South Asia. This role is responsible for translating the organization's learning and development (L&D) vision into actionable strategies. The candidate will be part of L&D group. The key focus will be on competency mapping, identifying learning gaps, and building a virtual learning academy that serves both staff and volunteers.

**What we can offer you:**

Greenpeace South Asia is a small but growing regional office with a friendly, motivated and high performing professional team who are all here for the right reasons. We believe, together we can build an impactful regional office that plays a vital role in the sector.

- Remote Location: this position is a home-based position with travel to South Asia region
- Flexible Hours: More control when you work and make room for the rest of your life
- Agency: Be an active part of designing a newly established regional office
- Personal Development: You'll be encouraged to develop both personally and professionally, taking advantage of the wide range of learning and development opportunities available to Greenpeace staff worldwide.

## **Whom we're looking for:**

The ideal candidate is a strategic and hands-on L&D professional with a strong background in designing, implementing, and managing organizational learning frameworks and platforms. They possess demonstrated experience in translating learning visions into actionable roadmaps, designing competency frameworks, and leading learning needs assessments using both qualitative and quantitative approaches. Proficiency in developing and managing virtual learning academies, as well as curating blended learning solutions tailored to diverse audiences—including staff and volunteers—is essential. The candidate should be adept at working with digital learning platforms, creating engaging content, and leveraging technology to drive accessibility and engagement. Strong facilitation, collaboration, and project management skills are key, along with the ability to evaluate learning impact using relevant metrics. A passion for continuous learning, innovation, and alignment with Greenpeace's values and mission is critical, as is the ability to engage with both internal stakeholders and external knowledge networks.

We believe people gain seniority and expertise on the job, what really matters is the soft skills and openness to learn and work collaboratively with the team. Therefore, someone who has a few of these is well suited to exceed in this role:

## **In this role you will:**

### **Design & Roadmap**

- Translate Greenpeace South Asia's Learning and Development (L&D) vision into an actionable roadmap aligned with organizational goals.
- Design and maintain a competency framework to map required skills and competencies across different functions, levels, and roles.
- Conduct learning needs assessments and gap analyses using both qualitative and quantitative methods.
- Develop the concept, structure, and content strategy for a virtual learning academy tailored for both staff and volunteers.
- Research and recommend suitable digital learning platforms and technologies based on organizational needs and budget.

### **Implementation & Delivery**

- Launch and manage the virtual learning academy, ensuring content is relevant, accessible, and regularly updated.
- Develop and deliver blended learning solutions (online, in-person, self-paced) tailored to diverse learner profiles.
- Collaborate with internal teams and subject matter experts to create or curate learning modules, toolkits, and training materials.
- Facilitate or coordinate the delivery of learning sessions, workshops, and onboarding programs.
- Promote a culture of continuous learning through creative engagement strategies, internal campaigns, and peer learning opportunities.

## **Monitoring & Collaboration**

- Track, evaluate, and report on the effectiveness and impact of L&D interventions using appropriate metrics and feedback tools.
- Continuously improve learning solutions based on evaluation findings, participant feedback, and evolving organizational needs.
- Build and maintain relationships with external learning providers, consultants, and knowledge-sharing networks.
- Provide guidance and support to managers in integrating learning into team development and performance planning.
- Actively participate in regional and global L&D communities within the Greenpeace network to ensure alignment and innovation.

**For further details about the role, please see the full job description [here](#)**

## **To Apply:**

Greenpeace is an equal opportunity employer with a longstanding commitment of 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 and would like to invite you especially to apply!

To apply please [CLICK here](#).

If you have any questions about this vacancy or the application process, please email us at [cgpsa@greenpeace.org](mailto:cgpsa@greenpeace.org). Please note that all applications have to be filled out via the website and cannot be submitted via this email.

**CLOSING DATE: 23:59 (IST), 10th August 2025**