



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: Energy Transition Coordinator (Fixed Term)

Position Summary

The Energy Transition Coordinator works at the national, regional, and global levels to advance the GPSEA's energy transition campaign and climate-related activities. In some circumstances, as determined by internal and external events, and with the approval and guidance of the Energy Transition Campaign Team Leader and Country Director, this position is expected to assist with other Greenpeace cross-campaign projects.

Duties and Responsibilities:

- Develop and implement smart, innovative, and people-powered campaigns and projects that are consistent with the Energy Transition Campaign's short and long-term goals, as well as the Greenpeace Thailand program in general, and include clear strategy, activities, timeframes, and budgets.
- Maintain working knowledge of technical expertise and the ability to communicate it to a variety of audiences both inside and outside of Thailand.
- Maintain a working grasp of mindset sciences, as well as applicable political, legislative, regulatory, and economic frameworks.
- Take the initiative and/or co-leadership in the implementation of campaign ideas and tactics for Energy Transition.
- Initiate cross-issue campaign discussions to facilitate the conception, planning, and implementation of integrated projects as needed, organize and supervise the work of campaign/project volunteers, interns, and temporary contractors.
- Collaborate with communication focal points to develop a variety of communications materials and, as appropriate, assist in the design of regional and international materials. Assist in developing the campaign's messaging and engagement initiatives.
- Respond to and engage in internal as well as pressing external regional concerns as defined by the Program team through the Energy Transition Campaign Team Leader and the Thailand Country Director, in addition to his or her typical issue/campaign area, as situation requires.
- Participate in campaign discussions and planning related to strategic concerns within Greenpeace Thailand and GPSEA, as well as with other Greenpeace offices and GP International when necessary. This will entail both written and vocal communication, as well as participation at certain meetings.
- Keep the Energy Transition Campaign Team Leader, other campaigners, and project team members informed of campaign activities (including the preparation of monthly reports and work plans), and make any necessary adjustments to tactics or strategies.
- Represent Greenpeace and the campaign in relevant public events, movement gatherings, and meetings with political decision makers, local citizens, and affected communities; serve as the campaign's spokesperson and cultivate proactive relationships with relevant media to improve campaign outreach.
- Establish alliances and/or support ties with partner organizations, relevant affected groups, grassroots organizations, academic and professional organizations, and labor unions, among others, as determined in the strategic planning process.
- Construct, connect, and/or stimulate important energy transition movements by establishing, strengthening, and/or supporting networks, coalitions, and groups that advance campaign goals and adhere to agreed-upon campaign strategies.
- Direct, coordinate, and participate in nonviolent direct action to further campaign and organizational goals.
- Deliver on project engagement plans in a timely and reliable manner in accordance with the country's strategy, campaign and engagement objectives and KPIs
- Take all reasonable steps for monitoring and assessment of the campaign, as well as conduct progress reviews and end-of-campaign evaluations

Requirements:

- Extensive knowledge of energy, climate change, and environmental issues.
- Proven campaigning and project management expertise, including open campaigning, mass mobilization, public speaking, activist training, strategic planning, and rallying people behind a cause.
- Proven ability to work independently and in tight collaboration with a team Excellent networking skills and the ability to engage with a diverse variety of organizations and communities
- Proven ability to think strategically and plan campaigns; demonstrated expertise assessing and developing campaign tactics
- Great organizational abilities on a personal level, including the capacity to work on several projects with competing priorities and deadlines, strong interpersonal communication skills, and the ability to deal with continuously changing tasks.
- Volunteering knowledge and/or experience
- Excellent communication abilities in both English and Thai

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 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.th@greenpeace.org

Deadline for Applications: 30 April 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.th@greenpeace.org

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