



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: Senior Direct Dialogue Recruitment Officer

Position Summary

The Senior Direct Dialogue Recruitment Officer responsible for reaching all targets with hiring new Direct Dialogue Campaigner (DDC) for the Direct Dialogue program in Thailand. And is an important part of the DDC environmental campaign skill trainer to achieve its fundraising goals.

This position is 2-years-contract.

Duties and Responsibilities:

- Manage and monitor the whole process of Direct Dialogue Campaigner (Face to Face Fundraiser) recruitment based on the yearly DDC target including the administrative works related; candidate profile reviewing, testing and interviewing in order to ensure that we have the best fit candidates for organization.
- Responsible for the whole process of the Direct Dialogue Campaigner recruitment based on the yearly target and administrative works related which including candidate profile reviewing, testing and interviewing in order to ensure that we have the best fit candidates for organization.
- Review and propose effective online and offline recruiting strategies and actions to attract talent and candidates.
- Provide timely recruitment status reports for monitoring of performance and yearly recruitment cost reports including historical cost sorted by channels and vendors for cost & effectiveness analysis.
- Build up professional network to attract high potential candidates by using databases, social media, job boards and etc.
- Stay active with current with job boards, social networks, and platforms to find talent, and plan, create, and release job descriptions and announcements
- Proactively search for new candidate sources both in Bangkok and upcountry including; surveying and participating in university job fairs, private job fairs, putting up adverts in newspapers or websites.
- Coordinate with line manager to update DDC job descriptions in the Fundraising Department.

Education, Skills and Experienced Requirements:

- Bachelor's Degree in Psychology, Human Resources or other related fields.
- At least 2-5 years' experience in HR Recruitment and Trainer or administration or other relation position.

Functional Skills:

- Good in Ms. Excel, Word and PPT.
- Calm under pressure with a good service Minded and team player
- Problem-Solving Skills
- Good communication skills in English in writing, speaking and presenting.
- Very organized with the ability to manage budgets and people.
- Passion for Greenpeace cause and Core Value
- Basic campaign perspective
- Human Resources Management
- Persistent and able to work in a high pressure environment.
- Must have service mind, self-motivated with strong organizational and time management skills.
- Good command in presentation skill and computer skill including internet

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 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.th@greenpeace.org

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