



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 Communication Officer

Position Summary

This position is full-time and fixed term contract based in Thailand, with an initial 1 year contract and another 1 year possible extension. The Energy Transition's Communication Officer is assigned to fully support energy transition work at both the national and regional-global level. The campaign projects address the issues of coal phaseout, air pollution from the fossil fuel sector and renewable energy policy. In certain situations, as determined by internal and

external events and upon the consideration and recommendation of the Country Director, the officer is expected to support other Greenpeace’s climate and energy campaign projects at national, regional, and global level, as needed.

Key Duties

1. Develop and Implement Communication Strategies for Greenpeace Thailand’s Energy Transition works

Working with teams, lead/co-create the development and implementation of communication and digital strategies for media strategies, media relation, online campaigning, and social media for Greenpeace Thailand’s energy transitions in collaboration with the Communications & Digital Unit and Public Engagement & Actions Unit.

- Identify evidence and research based opportunities to develop, and implement innovative new tools and techniques for online communications and campaigning to engage audiences and increase our impact, within and across projects.
- Contribute to the development of project plans, including audience research, strategic planning, idea generation and development, prototyping and testing of ideas and communications and monitoring and evaluation.
- Produce appropriate and original content for target audiences. Where required, this includes managing the production of digital content such as video, animation, images for social media and interactive content.

2. Reporting and Analysis

- Monitor and analyze recruitment and engagement response rates and adapt tools and techniques to increase audience reach and conversion rates
- Working with Country and Regional Digital teams to build and contribute to Greenpeace's presence in media and on social media, including regular updates and personal communications with followers
- Working with the project team and with regional colleagues to maintain an up-to-date knowledge of developments related to campaign projects, including shifts in supporter and audience opinion. This may include regularly monitoring external sites, blogs and social media for campaign issue references and responding appropriately in order to build a profile and good relationships with key constituents.

3. Any other duties as required and agreed by line manager

Educational Background & Fundamental Qualifications

Level of Education:	Bachelor's Degree
Field of Study:	communications, media relations, journalism, or in relevant fields.
Work Experience:	Demonstrated a minimum of 3 years of experience in a related industry, with clear success. Experience in an environmental/activist organization is desirable.
Training or Certificate:	N/A

Competencies and Skills

Organizational Competencies	<p>Professionalism: knowledge and/or experience in managing conduct and emotions in a way that represents the values and realizes the objectives of the organization.</p> <p>Teamwork & Communication: Knowledge and/or experience in working with others and presenting information, ideas, and positions in a clear manner that can easily be understood across diverse and multicultural audiences.</p> <p>Innovation and Change: Knowledge and/or experience in reflecting creative and imaginative thinking, openness to new ideas, and an ability to take calculated risks in order to meet organizational objectives.</p> <p>Leadership: Knowledge and/or experience in guiding and directing the efforts of others by presenting a clear vision, delegating responsibilities, and providing constant support and feedback.</p> <p>Strategic Thinking & Global Mindset: Knowledge and/or experience in addressing organizational objectives by developing calculated approaches that integrate an openness to and awareness of diversity across cultures.</p>
Functional Skills	<ul style="list-style-type: none">● Knowledge and/or experience in communications, media liaison, digital campaigning, digital communications, online campaigns and delivering high impact campaigns across channels● Knowledge and/or experience in engaging and building diverse communities and audiences across digital channels● Strong personal organizational skills, including the ability to manage multiple projects with competing priorities and timelines, strong interpersonal communication skills, and the ability to handle constantly evolving work● Knowledge and/or experience in producing content, identifying new digital tools, trends and techniques● Fluent in Thai, excellent written and spoken English● Specific experience and knowledge of at least one of the following functional areas:<ul style="list-style-type: none">- Content strategy and management- Digital content and engagement management

	<ul style="list-style-type: none">- Data management and analysis (monitoring and providing media and digital reports for the project team)- Exceptional writing and editing skills, particularly in creating content for one or more digital channels
--	--

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 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, colour, 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 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: 31 July 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.