



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: REGIONAL CAMPAIGN STRATEGIST (URBAN LIFESTYLES AND MINDSETS)

Position Summary

The Regional Campaign Strategist (Urban Lifestyles and Mindsets) serves as the Team Leader for Greenpeace Southeast Asia's Lifestyles, Mindsets and Cities

team, overseeing and spearheading the strategic development, planning and implementation of the Lifestyles, Mindsets and Cities campaign in Thailand, Indonesia, Malaysia, Philippines and other Southeast Asian countries. The person also serves as an expert for Urban Lifestyles and Mindsets and related issues in the region.

This is a fixed-term position for 1 year based in either Bangkok, Jakarta, Malaysia or Manila working on cities, lifestyles and mindset issues, as well as working in countries within or outside the Southeast Asia region as required.

Duties and Responsibilities:

- In conjunction with the Strategy and Analysis Director and Country Directors, develop GPSEA Urban Lifestyles and Mindsets strategy in line with country and regional Theory of Change (TOC), long term goals and objectives taking into account priorities of the global programme.
- The Regional Campaign Strategist (Urban Lifestyles and Mindsets) will take a strategic and, in some cases, leadership role in the campaign team to implement the regional work program agreed among GPSEA country teams, Greenpeace International (GPI) and other Greenpeace national/regional offices (NROs) in support of the Urban Lifestyles and Mindsets priorities and strategies, in alignment with GPSEA TOC
- Participate in campaign discussion and planning regarding strategic issues and key tactics within GPSEA, with NROs and with GPI. This will include both written and verbal discussions as well as attendance at specific meetings.
- Participate in regular progress reviews and evaluations of Urban Lifestyles and Mindsets campaign projects.
- Keep Strategy and Analysis Director informed of activities in the campaign (including preparation of reports and work plans) and recommend changes in tactics and strategies if necessary.
- Represent GPSEA and the campaign at relevant national and regional public events, activist meetings/groups, and gatherings of political decision makers, local citizens and other affected communities.
- Direct, organize and participate in non-violent direct action to support and advance campaign goals.
- Coordinate information flow within the campaign and other departments, GPI and other NROs and relevant regional NGOs.
- Organize and oversee the work of short-term contractors where appropriate.
- Develop and maintain a GPSEA community of practice around Urban Lifestyles and Mindsets campaign
- Analyse external social and political situations and identify relevant regional trends and opportunities for political and engagement work.
- Prepare fact sheets and other campaign information for use within the region.

- Help manage and oversee the budget of the campaign.
- Act as expert and spokesperson on Urban Lifestyles and Mindsets issues for GPSEA and as the go-to person for the global organisation when needed.
- Working with Regional Major Gifts Manager to explore, develop working relationships and cooperation with donors, foundations, and GPI for enabling funds.
- Lead and coordinate the development of funding proposals, with relevant GPSEA team leaders.
- Work with media and digital campaigners in preparing press releases and assist in planning media and digital strategies.
- Lead and showcase GPSEA work including developing and maintaining relationships with external parties such as academics, media, industry, political players, other NGOs, and major donors.
- Develop common strategies and actions with external parties regionally and globally in support of broader political objectives of social movements as well as the global and GPSEA campaign objectives and TOCs.
- Build networks and alliances and contribute to strengthening social and emergent movements and/or support relationships with relevant affected groups, grassroots organizations, academic and professional groups, labour, NGOs and others in the region.
- Develop pro-active relationships with national and regional media to increase campaign outreach.
- Assist the Strategy and Analysis Director in designing the regional Urban Lifestyle and Mindset campaign program and implement strategies to mobilize various stakeholders in the region and the general public about campaign issues and goals
- Respond to and engage in internal as well as pressing external regional challenges as determined by the campaign team through the Strategy and Analysis Director beyond his/her normal issue/campaign area as circumstances do require.
- Maintain a working knowledge of technical information related to cities, lifestyles and mindsets and be able to present the information to a variety of audiences within and outside SEA.
- Maintain a working knowledge of political, legislative, regulatory and economic frameworks relevant to the campaign.
- Perform other job-related duties as requested or assigned by the Program Director and/or Executive Director.

Skills and Experience Required:

- Level of Education: Bachelor Degree on Arts or Science degree, or equivalent experience working on Urban Lifestyles and Mindsets issues.
- At least 8 years of campaigning experience in the Southeast Asia region, or 3 years in a managerial position.
- Leadership, management and communication abilities, commensurate with the need to lead & manage cross functional, cross cultural and multilingual

teams through the planning and implementation processes. This is to include demonstrated commitment to consultation processes and team delegation.

Organizational Competencies:

- Goal Orientation: Adopts a strong orientation toward achieving goals and results orientation; holds high expectations for self and others.
- Strategic Perspective and Global Orientation: Demonstrates a broad-based view of issues, events and activities and has an understanding of their wider implications and long-term impact. Experience on organizational strategy planning and development. Understanding of, and commitment to, environmental and peace issues, and commitment to the values and mission of Greenpeace worldwide
- Interpersonal Relationship: Demonstrate an active concern for people and their needs and the ability to build key stakeholder relationships. Ability to negotiate and resolve conflict. Excellent networking skills and the ability to communicate with a wide range of organizations and communities.
- Knowledge sharing: The ability to use and contribute to knowledge bases in the organization; developing and sharing leading practices
- Innovation: Comfortable in fast-changing environments; being willing to take risks and to consider new and untested approaches.

Functional Skills:

- Excellent networking skills and the ability to communicate with a wide range of organizations and communities.
- Knowledge of regional and international political and financial institutions with a particular focus on those involved in Urban Lifestyles and Mindsets issues.
- An ability to analyse regional trends and to plan campaigns to move Governments and international institutions towards a focus on sustainable Urban Lifestyles and Mindsets.
- Excellent strategic skills in analysing, planning strategies for the Urban Lifestyles and Mindsets campaign in Southeast Asia and more broadly in the region and demonstrated experience in these areas.
- Excellent lobbying and networking skills and a knowledge of the regional civil society movement.
- Knowledge of the environmental and social impacts of Urban Lifestyles and Mindsets and the science behind it.
- Excellent spoken and written English.
- Demonstrated experience in an environmental/activist organization (work on cities, lifestyles and mindset issues is preferred).
- Proven ability to work both independently and in close coordination with a team.
- Proven experience in directing a project from conception to completion.
- Demonstrated experience in working with people from different cultures and regions in a way which avoids conflict and promotes cooperative ways of working.
- Commitment to non-violent direct action as a means of affecting changes.

Preferred Skills:

- A preference for good communication skills in one of more regional SEA

- languages other than English.
- Preferred skills include experience in key program areas: public speaking, activist training, strategic planning and organizing people around an issue.
- Experience in Urban Lifestyles and Mindsets related issues.

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 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: 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 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 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: 15 September 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.