



## **RECRUITMENT PACK**

Greenpeace SEA, 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 Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent, direct action against environmental abuse and destruction.

**Greenpeace exists because this fragile earth deserves a voice. It needs solutions. It needs change. It needs action.**

Greenpeace acts to change attitudes and behavior, to protect and conserve the environment and to promote peace by:

- **Catalyzing an energy revolution** to address the number one threat facing our planet: climate change.
- **Defending our oceans** by challenging wasteful and destructive fishing, and creating a global network of marine reserves.
- **Protecting the world's ancient forests** and the animals, plants and people that depend on them.
- **Creating a toxic free future** with safer alternatives to hazardous chemicals in today's products and manufacturing.
- **Campaigning for sustainable agriculture** by rejecting genetically engineered organisms, protecting biodiversity and encouraging socially responsible farming.

Greenpeace, an international environmental non-government organization, is comprised of 26 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 abuse. 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 our first office in Southeast Asia in 2000. In that time, 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 to catalyze an energy revolution, protect ancient forests and our oceans, create a toxics-free future and create a shift to sustainable agriculture.

Greenpeace has four offices in Southeast Asia (GPSEA) —in Thailand, Indonesia, Philippines and Malaysia and currently composed of: Programme Department (Campaigns, Communications, Public Engagement & Actions), Fundraising, Operations Support (Human Resources, Finance & Admin, Information Technology, Security) and Executive Office. Currently, Greenpeace Southeast Asia employs nearly 200 staff across the region, excluding the direct dialogue fundraisers.

### **THE POST: Warehouse and Logistics Associate Coordinator**

#### **Job Summary:**

#### **Position Objective** *(Summary of placement in the function and broad responsibilities)*

The Warehouse and Logistic in action unit is an integral part of Greenpeace’s campaigning. In GPSEA, the objective is to deliver innovative tactics and activities that advance the Programme goals and inspire engagement with the Public Engagement and Action team through integrated offline engagement.

A major component of all Greenpeace tactics and activities is the groundwork and support provided through our warehouses. Tools and theatrical props, as well as climbing, communications, and boating equipment are purchased, stored, and maintained in these spaces, as are all Greenpeace boats and vehicles. These spaces are used for trainings, banner-making, and prop-building and various other need agreed with the Action Campaigner

Warehouse & Logistics Associate Coordinator’s job is to manage the warehouse and to work closely with the action campaigner, volunteers and project teams in identifying, planning and delivering the needs of the projects and campaigns to support the creation of tactics and activities.

#### **Duties and Responsibilities** *(Functional statements defining the responsibilities and objectives)*

<b>Purpose</b>  <i>*substantive contribution of the job</i>	Conceptual	<p>The purpose of the Warehouse &amp; Logistics Coordinator is to ensure Action Readiness of the Greenpeace Warehouse, services and gear, including climbing, boating and production equipment as well as to support the Programme and PEA team in the safe, creative and effective delivery of output, including the support of PEA field operations.</p> <p>Additionally the Warehouse &amp; Logistics Coordinator is tasked to manage the warehouse as a space, that it is available and useful for the whole organization including volunteers and to manage, guide and train warehouse volunteers and activists.</p>
	Applied	<ul style="list-style-type: none"> <li>• Work as part of the Actions Team to assist in coordinating non-violent direct actions, trainings, skill shares and other purposes identified by the Action Campaigner</li> </ul>

		<ul style="list-style-type: none"> <li>● Overseeing and maintaining the warehouse and its equipment in line with the organizations best practices and standard operating protocols, in a safe and efficient manner.</li> <li>● Ensuring sustained, safe and secure delivery across dynamic operational and environmental conditions and demands in line with the needs identified with the line manager including: <ul style="list-style-type: none"> <li>○ Designing and building props based</li> <li>○ Field logistics and research</li> </ul> </li> <li>● Promote the warehouse as a place of creativity in campaign tactics of GP and among civil society such as environmental groups, human rights groups, women groups, etc.</li> </ul>
	Internal	<p>In order to manage the warehouse, support projects, trainings and skillshares, works closely with</p> <ul style="list-style-type: none"> <li>● PE Campaigners</li> <li>● Action Campaigners</li> <li>● Activists and volunteers</li> <li>● Campaigners and project teams</li> <li>● Regional and international warehouse &amp; logistic and action communities</li> <li>● Finance team for reporting all financial aspects of running the warehouse, including budget proposals, cost control, dealing with invoices and budget reports .</li> <li>● Coordinate with the Org. support unit to ensure that security, finance and administration issues are addressed. Such as, rent contracts, bills, building maintenance etc.</li> <li>● Coordinate with the Security Team to ensure that security issues, risk assessments for the warehouse and the work being done in the</li> </ul>
	External	<ul style="list-style-type: none"> <li>● Various contractors</li> <li>● Members of allied organizations</li> <li>● Insurance providers for equipment and warehouse insurances</li> </ul>
<b>Delivery</b> <i>*organisation and planning elements</i>	Timeliness	<ul style="list-style-type: none"> <li>● Sets, coordinates, adapts and reliably delivers on logistic plans agreed with the action campaigner based on the campaign/project needs</li> </ul>
	Quality	<ul style="list-style-type: none"> <li>● Manage the warehouse reliably in line with the best practices and standard operating protocols of the organization</li> <li>● Ensures safety in all aspects of the work done in the warehouse.</li> <li>● Expected to deliver high quality production of props which will vary based on the need identified by the Action Campaigner</li> <li>● Keeps warehouse and all related PEA gear Action Ready, to be deployed at any time</li> </ul>

<b>Requirements</b> ( <i>Education, experience and technical competencies required of the job</i> )	
<b>Level of Education:</b>	Bachelor Degree
<b>Field of Study:</b>	Any filed
<b>Work Experience:</b>	<ul style="list-style-type: none"> <li>● At least 1-3 years of experience in project management, campaigning, basic logistics, organizing and mobilization.</li> <li>● Experience in one or more of the following areas is beneficial <ul style="list-style-type: none"> <li>○ Welding, metal work</li> <li>○ Carpentering, wood work</li> <li>○ 3D design</li> </ul> </li> <li>● Experience in creating and adapting warehouse systems.</li> <li>● Knowledge of safety and health practices and requirements as well as development of systems for safety and safe-practices.</li> <li>● Technical understanding and experience (through courses and jobs).</li> <li>● Affinity with at least two of, boats, vehicles, tools, industrial climbing practices, etc.</li> <li>● Experience in performing and coordinating non-violent direct actions is a plus</li> <li>● Managing and motivating volunteers/activists</li> <li>● Knowledge and experience using/applying action-related equipment.</li> <li>● Understanding insurances related to equipment.</li> <li>● Cost consciousness/experience in creating and managing budgets.</li> <li>● Demonstrated abilities in the skills required for non-violent direct actions.</li> <li>● Ability to ensure that standards for use of action resources are set and met.</li> <li>● Ability to ensure the standardization and consistency in classification and reporting of resources and their availability.</li> </ul> <p>Intermediate level of written and spoken English.</p>
<b>Training or Certificate:</b>	n/a

## **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**

An employee will be entitled to the following leaves:

Annual Leave: 20 days

Sick Leave: 30 days

Parental Leave: As per labour 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](mailto:jobs.th@greenpeace.org)

**Deadline for Applications: 26 May 2023**

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](mailto: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](mailto:jobs.th@greenpeace.org)

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