



## 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: Human Resources Officer (1 Year Fixed Term Contract)**

### **Position Summary**

The HR Officer (Fixed Term Contract for 1 year) is responsible for administering recruitment, benefits; Visa and Work Permit, HR Report, Training and supporting the HR Manager in delivering HR services to employees; overseeing Human Resource administration; and contributing to the achievement of GPSEA Human Resources goals and objectives.

### **Duties and Responsibilities:**

- Handle operation support such as report, updated database.
- Handle administration support.
- HR processes such as recruitment, on boarding, employee relations, Benefits administration, compensation, Work permit, Report, HR administration.
- Responsible for the job posting & shortlisting, facilitating for interview process and appointment
- Verify & record health benefits (Vision & Dental, health allowance).
- Keep employee profiles updated Support in organizing employee relations activities and Interact with all levels of employees.
- Provide support for employee training, learning and development.
- Process visa and work permit applications, and prepare the necessary reports.
- Responsible for other tasks relevant to the position scope as required by the HR Manager.
- Collaborate with the finance department to reconcile reports.
- Support HR team and to be a point of contact for staff coordination.
- Serve as the primary liaison between staff and HR, addressing queries, and facilitating communication.
- Facilitate with people concerned for onboarding /exit orientation and equipment/ email needed/returned.
- Support employee learning and development programs.
- Coordinate with external agencies, including Social Security, Provident Fund, and Insurance officers, ensuring that all employee benefits and compensations are accurately managed.
- Engage with external stakeholders to facilitate smooth HR operations, such as training providers, Government sectors.
- Responsibilities include supporting the HR Manager in delivering comprehensive HR services to employees, such as recruitment, onboarding, employee relations, benefits administration, compensation, report, Visa and Work Permit and HR Administration.
- Provide coordination support including in collecting and centralizing documentations and HR Administration.
- Facilitate employee learning and development such as provided schedule, Employees participation, course evaluation, pre-test and post-test.
- Maintain comprehensive records of staff training and leave, ensuring that these are accurately documented and readily accessible in the system.

**Requirements:**

- University graduate /Bachelor's Degree in related field.
- At least 1 year of experience in HR.
- Good written and spoken English.
- Proficient in Microsoft Office.
- Ability to maintain confidentiality and handle sensitive information.

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

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.

### **Deadline for Applications: September 25, 2024**

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