

ROLE PROFILE

Job Title	Actions & Investigations officer
Grade	14
Unit	Ships, Actions and Investigations
Reporting to	Ships, Actions and Investigations Unit head
Direct reports	None
Effective from	

PURPOSE OF THE ROLE

<ol style="list-style-type: none"> 1. Plan, prepare, implement, execute and coordinate non-violent direct actions (NVDA) and Investigations in close cooperation with a multidisciplinary programme team, and participate in and/or to coordinate particular projects, not necessarily falling in line with his/her field of expertise however in line with the NVDA and Investigations overall integrated programme strategies 2. To carry out actions for specific projects, including but not limited to activists management, in field research, desktop research and sampling, depending on their area of expertise. Including coordination, logistics, budget control, legal and risk assessments 3. To contribute to the development of the Actions & Investigations unit strategic, creative and tactical capabilities in order to achieve the objectives of Greenpeace Africa's annual development plan 4. To contribute, as part of projects within campaign teams, to the maintenance of the highest standards in the delivery and design of Greenpeace's campaigns by providing the necessary information, in the most timely, well structured and accurate way in their area of expertise 5. Collaborate under the supervision of the Ships, Actions and Investigations Manager on the topics of the campaigns and overall purpose of Greenpeace Africa and maintain a network and build a list of sources 6. Based in East Africa (Kenya, Nairobi)
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MAIN RESPONSIBILITIES

KEY PERFORMANCE AREAS	KEY PERFORMANCE INDICATORS	WEIGHT
ACTIONS & INVESTIGATIONS <ol style="list-style-type: none"> a. Be responsible for the logistical planning, co-ordination and execution of action, ship and investigation operations b. Advise, execute and assist project teams in developing and implementing direct actions, environmental protests and other interventions, and execute investigations as requested by the relevant departments c. Ensure the appropriateness of targeting, campaigning relevance and tactics, the originality of approach, ambition, quality of research, development, detail planning, execution and evaluation of all direct actions and Investigations 	<ol style="list-style-type: none"> a. A planned, researched, developed, implemented and coordinated action and field investigation including desk research with all parties concerned relative to the actions and investigators field of research. Ensuring they are aware and clear on their roles and responsibilities for all campaigns – good briefings with legal and risk assessments b. Input into project strategy for specific thematic areas the Action Coordinator is working on often in close cooperation with investigations, dedicated staff within Greenpeace Africa and GPI, volunteers or external providers c. Justify the support to start planning and report the outcomes of performed actions and investigations with the relevant actors e.g. Campaigns, Mobilisation, Communications, Fundraising, and execute a NVDA when necessary ensuring the actions are designed to maximum 	50%

<p>d. Prepare, plan and co-ordinate the execution of direct Actions and Investigations, and take part in any debrief and evaluation. Create and develop new forms of direct action, protest and intervention. Taking inspiration from wider Greenpeace and other protest groups.</p> <p>e. Provide support for the work of other members of the Actions and Investigations Unit as required. Provide technical and logistical support and advice to Greenpeace programme staff as required</p> <p>f. Comply and keep framework by following up previous work done</p>	<p>that there is offline and online components in them</p> <p>d. Ensure all participants strictly adhere to health and safety procedures and agreements at all times during Greenpeace activities. Ensure that all units are integrated into the action, understand the action objectives and that they coincide with the goal of the organisation. Ensure the health and safety component is included in the pre-action briefing</p> <p>e. Assist where possible and integrate to expand and learn where necessary</p> <p>f. Organise and provide a continuous follow up of action ideas and post action follow up to build on idea and take action further and investigations done</p>	
<p>CRISIS MANAGEMENT & RAPID RESPONSIVE TEAMS</p> <p>a. Head rapid responsiveness on the ground when a part of the team</p> <p>b. Be an integral part of the Crisis Management Team as a back-up in information and intelligence for the Actions and Investigations Manager</p>	<p>a. Project lead a rapid responsiveness activity where necessary</p> <p>b. Play an active and supporting role where necessary in the Crisis Management Team to the Actions and Investigations Manager</p>	<p>100% when activated and a part of the team</p>
<p>WAREHOUSE</p> <p>a. Ensure proper use and maintenance of the action and investigation unit storage facilities</p>	<p>a. Assist in the running of a well managed Action and Investigation unit store with the unit assistant and ensure that equipment misuse is minimised by providing technical and logistical support to programme staff</p>	<p>20%</p>
<p>PEOPLE & MANAGEMENT</p> <p>a. Maintain excellent relations with the actions and investigations staff throughout all Greenpeace offices</p> <p>b. Build external and internal networks with suppliers, activists, investigative journalists and other stakeholders</p>	<p>a. Contribute to online discussions within the [IMAD ACTONS] and [gpi-investigations-global-group] e-mailing group Actively participate in international skill shares ensuring a strong representation of the African office where necessary. Actively participate and assist in African cross campaign Actions and Investigations</p> <p>b. Compiling and maintaining an approved supplier list with the Actions and Investigations Unit Assistant</p>	<p>10%</p>

c. Support activists, GP staff and external providers in investigative operations	c. Provide guidance and back up for trained activists, Greenpeace staff and external providers	
TRAININGS a. Assist in the maintenance and development of a network of highly skilled internal and external activists with specialist skills by facilitating trainings such as; NVDA / CLIMBING / ACTION PLANNING / STRATEGIC RESPONSIVENESS / RISK & SECURITY DESKTOP RESEARCH / SCOUTING / FIELD & INVESTIGATIVE RESEARCH / SCIENCE SAMPLING / HAZMAT b. Others which fall within the Supporter Development Pathway c. Assist the actions and Investigations Manager in the development of the training programme	a. Attend and support trainings as needed b. Assess activist capabilities, strength and weaknesses, and assist in moving them along their development pathway c. Input into the training programme and liaise with trainer teams	20%

QUALIFICAIONS AND SKILLS

Required	<ul style="list-style-type: none"> • Must speak English • 3 years minimum in similar role (Events management, Logistics, etc.)
Preferred	<ul style="list-style-type: none"> • Highly organised, good planning and research and excellent time management skills with experience in investigations which include but are not limited to investigative journalism, science sampling, desktop research, scouting and field research • Creative and Analytical skills with the ability to think strategically and willingness to look for solutions • Flexibility and ability to quickly come up with solutions in often high stress situations, anticipate risks and security situations and develop workable scenarios in the field if the need arises • Develop training skills and oversee workable and safe actions and investigative scenarios, knowledge of equipment, techniques, strategies, understanding of the role of NVDA and investigations as part of the project and larger campaign • Highly developed interpersonal skills • Good technical and handcraft skills • Positive attitude • Experience as a trainer/or willingness to learn to train in one or more of the following; <ul style="list-style-type: none"> ○ NVDA training ○ Climbing ○ Boat driving ○ Desktop research ○ Scouting ○ Field & investigative research ○ Risk & Security ○ Science sampling ○ Hazmat ○ Event organising ○ Campaign interventions ○ Creative development of concepts ○ Photography/Video Design

	<p>With the ability to train and motivate people and is familiar with working with volunteers, activists, supporters and stakeholders</p> <ul style="list-style-type: none"> • Experience working or living in Africa is an advantage • Fluency in spoken and written English • Another Southern or Eastern African language a desirable <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Commitment to the goals, mission, vision and aims of Greenpeace • Excellent strategic thinker on the ground • Skilled in conflict resolution • Ability to provide effective leadership • Ability to keep calm under pressure • Willingness to work on a wide range of environmental issues • A high degree of initiative • Able to work with minimal supervision • Willingness to work unsocial hours as required • Willingness to travel both within the African continent • Self-motivated • Negotiation skills <p>DIRECT ACTION & INVESTIGATION</p> <ul style="list-style-type: none"> • An understanding based on applicable experience of non-violent direct actions and investigations in campaigning with Greenpeace or a similar organisation • An understanding of how actions and investigations are researched, planned and executed • Proven ability to innovate in relation to direct actions and tactical work • Knowledge of Health and Safety, Risks and Legal considerations in supporting Non-violent direct actions and investigative work • Excellent physical mobility and stress resilience • A full, clean driving licence, preferably with a truck license <p>ADMINISTRATION & ORGANISATION</p> <ul style="list-style-type: none"> • Experience of maintaining own administrative systems • Ability to prioritise and organise own work systematically • Ability to work to tight deadlines • Project management skills an advantage • Ability to plan and manage budgets • Experience with risk management and mitigation <p>COMMUNICATION</p> <ul style="list-style-type: none"> • Ability to communicate effectively and appropriately with a wide range of people both verbally and in writing in English • Ability to communicate, and ensure understanding of complex ideas • Excellent command of the English language, a willingness to advance with the objective of an excellent command of one of the East or South African languages • Ability to make and maintain effective contacts and relationships with individuals and networks of individuals within Greenpeace and Grassroots communities • Proven visual literacy • Understanding of the uses of social media in communicating and achieving campaign aims
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COMPETENCIES

COMPETENCY CATEGORY	COMPETENCY	IMPORTANCE 1 = beneficial 2 = preferred 3 = important 4 = critical
Organisational competencies	Highly organised with planning, time management and strategic thinking skills	4
	Creative and analytical skills to develop high quality innovative actions	4
	Flexibility and ability to quickly come up with solutions in often high stress situations, anticipate risk and security situations and develop workable action scenarios	4
	Develop training skills and oversee workable and safe action scenarios, knowledge of equipment, techniques, strategies, understanding of the role of non-violent actions as part of the campaign strategy in particular	3
	Knowledge of campaign techniques, strategies and practices in order to provide key leadership and assume the role of actions specialist with respect to a critical area of campaign work	2
Technical Competencies	Fluency in written and spoken English	3
	Willingness to learn a South or East African language	4
	Knowledge and/or experience in IT security	4
	Knowledge in Microsoft word	4
	Knowledge and/or experience in cyber activism	4
	Knowledge and/or experience in photography/video for research purposes	3
	Knowledge and/or experience in the HR field (people management)	4
	Knowledge and/or experience in research and investigation	3
	Knowledge and/or experience in activism	4
	Knowledge and/or experience in non-violent direct action	4
	Knowledge and/or experience in using land/water/air based equipment in actions	4
	Knowledge and/or experience in public engagement (mobilising people)	2
	Knowledge and/or experience in effectively dealing with confrontational situations	4
	Knowledge and/or experience in facilitation	4
	Knowledge and/or experience in organising trainings	2
	Knowledge and/or experience in conflict resolution	3
	Knowledge and/or experience in database use and management	4
	Knowledge and/or experience in facilities management	4
	Knowledge and/or experience in crisis management	3
	Knowledge and/or experience in ship management	3
	Knowledge and/or experience in logistics	4
	Knowledge and/or experience in shipyard, dry dicking/major repair/conversion/new building	1
	Knowledge and understanding of the NGO sector	3
	Budgeting (preparing, presenting, monitoring)	4
	Negotiation skills	3
	Public speaking	4
	Presentation and reporting skills	4
	Project management	4
	Training skills (teach, mentor and coach)	3
	Time management	4
Work under pressure	4	
Attention to details	4	
Experience in international cooperation	3	

	Decision making	3
	Risk (legal, reputation, communication impact) assessment to form a security assessment	3
	Analytical skills	4
Relational competencies	Build and manage relationships with providers, consultants, etc.	4
	Build and manage relationships with other NGO's	4
	Being a team player	4
	Tact and diplomacy	4
	Assertiveness	4
	Intellectual ability to understand scientific issue necessary/useful for the job	2
	Ability to synthesise scientific issues and to communicate on them in wording, adapted to a target audience	2
	Intellectual ability to understand legal issues necessary/useful for the job	4
	Ability to synthesise technical issues and to communicate on them in wording, adapt to a target audience	4
	Intellectual ability to understand (to be defined according to the job) issues necessary/useful for the job	4
	Ability to synthesise (to be defined according to the job) issues and to communicate on them in wording, adapted to a target audience	4
	Aesthetic sense (helping to make good choices in graphics, layout, etc.)	4
Planning and organising	4	

PERSONAL LEADERSHIP COMPETENCIES (5 E's)

ENERGY

- Demonstrate a positive mind-set and solutions-oriented attitude
- Represent openness and curiosity
- Act with integrity
- Act with humility
- Radiate drive
- Demonstrate stamina and resilience

ENERGISE

- Demonstrate commitment and conviction
- Empower others
- Act with empathy
- Create team spirit, foster teamwork and engagement, harness creative energy that lies within your sphere of influence
- Radiate drive
- Embrace diversity

EDGE

- Risk-taking
- Identify and master moments of leadership
- Manage complex issues, can see the big picture and emphasise the primacy of the whole
- Set the pace

EXPERTISE

- Display structured approach
- Demonstrate the ability to see a situation accurately with a broad set of perspectives and an ability to see things as they might be
- Display experience

EXECUTE

- Role model for accountability and straightforwardness
- Act in a decisive manner
- Assertive and persistent, demonstrate the ability to effectively lead an operation from inception to completion
- Demonstrate management qualities and the ability to take time and space to think and plan proactively and effectively seek for feedback, ask for help, actively handle difficult situations

Applicants are required to have experience in a similar role (Events Management, Logistics, people management etc.). Must be highly organized, possess good planning and research and excellent time management skills, with experience in investigations which include but are not limited to investigative journalism, science sampling, desktop research, information gathering either via testimonies photo geo-referencing, scouting and field research. Be creative with analytical skills and the ability to think strategically and flexibility to quickly come up with solutions. A Bachelor's Degree in Research and Investigations, Logistics and operations management, Environmental Sciences, and or related fields will be an advantage.

Interested candidates should email their CV and covering letter to the Human Resources Office at rafrica@greenpeace.org stating the position they are applying for. The closing date for application is **6th September 2019** and only shortlisted candidates will be considered.

Only candidates with the relevant work authorization will be considered.