



**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 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 overconsumption of plastic that end up as plastic waste in our oceans, 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 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 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, the Philippines, Malaysia and each office is currently 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 POSITION: DIRECT DIALOGUE ADMINISTRATIVE & RECRUITMENT OFFICER**

#### **Position Summary**

Direct Dialogue Administrative and Recruitment Officer is responsible for recruitment of DDC Team members and to assist the Direct Dialogue Coordinator for administrative works related to

Direct Dialogue Campaigners management in Indonesia Office.

This is full time position based in Jakarta, Indonesia.

### **Key Duties**

- I. Human Resources (50%)
  1. Recruitment management of DDCs
    - Job placement on recruitment sites
    - Candidate screening and selection
    - Key liaison and coordination for interviews
    - Interviewing and selecting candidates to attending training
  2. Key person on HR (internal and external) and staff discipline issues for DDC team in ID
    - On-boarding orientation for new DDC recruited
    - Off boarding procedure for staff resignation
    - Responsible for the maintenance and monitoring of DDC (Ambassadors based in ID) Annual Leave, Sick Leave and attendance
    - Participate in the creation and development of DDC Handbook in ID
    - Ensuring all details of new and existing DDC is up to date and entered into the HR system
    - Make recruitment report
  3. Retention of DDC
    - Handling and updating DDC Social media
    - Creating certificate for DDC that passed training, 1 year of work and certificate of work
    - Advise DD Coordinator and help to create DDC Career path
    - Liaise with communication unit to posting recruitment and branding DDC activities, stories with supporters
- II. Administrative Management (50%)
  - Manage Administrative work for DDC team Indonesia
  - Inputting DDC Daily work report to Salesforce and Google Documents
  - Sending performance report to DDC core team and all DDC Team
  - Follow up daily update score report such as sign ups numbers and amount of donation information
  - Ensure proper submission of sign up completeness before sent to Supporter care team
  - Documenting DDC case report from supporter care complaint records
  - If needed, creating design materials, checking wordings and picture for merchandise and information board
  - Managing in and out of DDC Material such as merchandises, uniform, sign up form, duty stamps
  - Creating Stock card and updated it monthly to finance team
  - Assist the preparation and implementation of DDC Events
  - Preparing travel documents for DDC Travel trip purposes
  - Help to order, collect and distribute DDC Rewards
  - Monitor budget for DDC Team operational and recruitment
  - Manage purchasing and finding vendor for DDC Materials (merchandises, uniform, sign up form, etc)
  - Making sure vendor selection process is based on Greenpeace standard operation procedure
- Others
  - Any other tasks relevant to the position scope as directed by the DD Coordinator
  - This position is based in Jakarta

**Educational Background & Fundamental Qualifications**

<b>Level of Education:</b>	Diploma or demonstrated equivalent professional experience
<b>Field of Study:</b>	Marketing/Communication/Business Administration/Related field
<b>Work Experience:</b>	<ul style="list-style-type: none"> <li>● Minimum one year experience in administrative job</li> <li>● Ideally have some experiences working for an international NGO</li> </ul>
<b>Training or Certificate:</b>	NA

**Competencies and Skills**

<b>Organizational Competencies</b>	<ul style="list-style-type: none"> <li>● Professionalism</li> <li>● Quality</li> <li>● Teamwork and Communication</li> <li>● Energetic, fast learning.</li> <li>● Service mind, hardworking, able to be multi-tasked and able to work under pressure.</li> <li>● Ability to work flexible hours</li> <li>● Creative and dynamic, with a flexible approach to work.</li> </ul>
<b>Functional Skills</b>	<ul style="list-style-type: none"> <li>● Knowledge and/or experience in fundraising reporting and analysis</li> <li>● Familiar with Computer, Internet and Microsoft Office.</li> <li>● Familiar with administrative jobs.</li> <li>● Appreciate Greenpeace’s value and proven integrity awareness</li> </ul>

**Specific Work Environment**

Office based

**Specific Work Environment**

This position requires the employee to have a flexible approach and the ability to adapt and work in different and challenging work and cultural environments, which may include flexible arrangements working in challenging field and frontline work environments.

**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 is committed to the principle of Equal Employment Opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of 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 write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace, fill-up the attached Application form and download Recruitment Pack.

and email to: [jobs.id@greenpeace.org](mailto:jobs.id@greenpeace.org)

Deadline for Applications: **October 31, 2020**

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

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