



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 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: Communications and Digital Support Officer

Position Summary

The Communications & Digital Support Officer is to proactively provide organizational and logistical support to the Communication & Digital Unit (CDU), in accordance with unit objectives and workflows, in order to enable the team to run effective and efficient campaign work. The CDU ensures high-quality media & digital communications outreach for Greenpeace Southeast Asia and coordinating communications, public campaigns and organisational profiling activities. The position is based in Bangkok, Thailand.

The CDU 'Communications' includes all media and digital communications.

This is a full-time position. Note that all Programme Department staff are deployable to any Greenpeace Southeast Asia project across the region.

Key Duties

- Daily monitoring and analysis of public communications (news and digital) related to the environment and Greenpeace; inform the office of breaking news such as disasters, urgent environmental matters and policies, which may affect Greenpeace.
- Provide support work for unit effective working, project priorities and information organization. For example: Maintain the photo, video, digital assets library; maintain a database of communications & digital contacts; maintain information related to content management etc.
- Assist in developing, managing and maintaining relationships with print, broadcast and online journalists, editors and other news decision-makers in the country; help manage the database of these contacts and facilitate media requests.
- Assist in maintaining relationships with external suppliers and consultants such as photographers, videographers, designers, producers, etc. in the country, as well as help manage the database of such contacts.
- Assist in and prepare the production, publication and distribution of Greenpeace materials and advisories for offline and online use in the country including press releases, briefing papers, reports, brochures, commentaries, articles, letters, videos, photos, stories.
- Coordinate with the relevant CDU team member in the implementation of press events and activities, including necessary logistics during activities.
- Assist in identifying and briefing appropriate Greenpeace spokesperson during interviews.
- Perform all other duties as required and agreed with the Line Manager.

Educational Background & Fundamental Qualifications

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|---------------------------------|--------------------------------|
| Level of Education: | Bachelor |
| Field of Study: | Communications, Administration |
| Work Experience: | 0-1 year |
| Training or Certificate: | NA |

Competencies and Skills

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|------------------------------------|--|
| Organizational Competencies | <ol style="list-style-type: none">1. Teamwork & Communication: Knowledge and/or experience in working with others and presenting information, ideas, and positions in a clear manner that can easily be understood across diverse and multi-cultural audiences2. Quality: Knowledge and/or experience in meeting and surpassing requirements by setting high standards for the condition of outputs |
| Functional Skills | <ul style="list-style-type: none">• Minimum Bachelor Degree• Knowledge and understanding of media & digital communications• Desirable: experience in communications is an advantage.• Able to communicate effectively in Thai and English• Knowledge and/or experience in public relations and information management• Creative and flexible• Computer and internet-use skills, including desk top publishing and database search.• Ability to work in a team.• Ability to work under pressure and tight deadline.• Knowledge of NGO environment is preferred |

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 6: 30 pm. Ordinary hours of work may be varied as agreed between staff and the line managers.

LEAVE

A permanent employee will be entitled to the following leaves:

Annual Leave: 20 days

Sick Leave: 30 days

Parental Leave: 10days

Maternity Leave: as per government rules and regulations and Greenpeace policy

Long Service Leave: 2 months paid leave after 5 years of continuous service

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, life insurance and travel insurance to its permanent 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 email to:

jobs.th@greenpeace.org

Deadline for Applications: June 6, 2019

***** New graduated are welcome**

We regret that we shall be unable to acknowledge receipt of the form but should you wish to confirm that we have received your application, please call our office at tel. +66 3571921.

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. 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.
3. 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.