



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: Human Resources Operations Manager

Position Summary

The HR Manager leads and manages Thailand Human Resource Operations unit in developing, planning and implementing HR talent management strategies, in support of Greenpeace Southeast Asia's (GPSEA) goals and operations, taking into account the organization's long term needs.

Key Duties

Operational Management

- Manage the Thailand HR team to achieve optimal performance and development
- Focus on overall Thailand office / operations Alignment, Capability and Engagement to enable maximum people performance
- Ensure operational excellence in all HR administration ensuring Thailand Office efficient and timely payroll administration, contract administration and filing, recruitment, leave management, policy administration and benefits management.
- Involvement in the regional HR strategy development and execution and potential to be a part of the global Greenpeace HR community and as may be necessary, represent GPSEA in international planning and other internal meetings.
- Development and maintenance of key analytics and business intelligence to drive progress and decisions
- Manage restructuring process to enable effective change management relating to changes in structure and job descriptions

Recruitment, Induction and Succession

- Oversee the recruitment process within the Region/Country by liaising between the directors, managers and country HR Officers
- Monitoring and provide advice in Processing of Employment Requisitions, Recruitment pack preparation, job postings, interview participation, interview

schedules, reference checks, job offer and negotiation to ensure that the recruitment and selection process is monitored and managed at the agreed timeline

- Continual focus on improving the recruitment process by assessing and exploring recruitment channels to be able to achieve the recruitment objectives and keep update KPI/metrics of recruitment by monthly basis.
- Prepare remuneration advice, job offer and employment contract for successful candidate
- Manage and coordinate the induction process for all new employees to help establish Greenpeace Culture and to help new employees settle in their role. Monitor the recruitment process to ensure that this is delivered in a timely manner, and lead its evaluation with the aim of continuous improvement of the process.
- Manage the succession planning program to ensure identification of talent, growth and development and internal employee readiness for promotion

Performance Management (PM)

- Responsible to design and implement an effective PM process in the national office by providing information of GPSEA PM Policies and Procedures and ensure that staff follow the PM cycle and process
- Manage country HR Officer performance to ensure that they are meeting their individual objectives in line with the Performance Management Policy.
- Provide effective communication of the PM process to Managers and staff and ensure continual monitoring of activities and PM process is reported on a regular basis and ensure PM variable pay programs are effectively implemented.
- Manage & follow up completion on individual performance evaluation to be aligned with company's goals

Learning and Development

- Liaise and coordinate with L&D Manager on organizational level learning and development needs along HR Operation Programs)

Policy Implementation

- Develop, communicate and monitor the implementation of HR policies and procedures to ensure understanding and acceptance; ensuring compliance and manage inquiries and investigations as required.
- Extend advice to LMs and staff in regards to the right interpretation of HR Policies impacting their work situations.

Budget Management

- Develop, monitor and manage the expenditure of the national HR budget, according to agreed objectives and the priorities of the unit, in order to ensure cost effective operation.

Building Partnership

- Participate in related professional organizations within the country/region to enhance current HR practices and to promote our environmental campaigns
- Establish professional relationships with relevant people in GPI and Greenpeace NROs.
- Establish connections with country government mandated entities for legal compliance.

Educational Background & Fundamental Qualifications

Level of Education:	Bachelor or Master Degree
Field of Study:	Bachelor's degree, preferably in the field of HR Management, Business Management, Psychology, Behavioral or Social Science, Industrial Relations, or relevant experience
Work Experience:	At least 5 years experience in human resource operations management, including recruitment and selection, performance management, information management, policy implementation, succession planning and talent review.
Training or Certificate:	n/a

Competencies and Skills

Organizational Competencies	Professionalism: Knowledge and/or experience in managing conduct and emotions in a way that represents the values and realizes the objectives of the organization 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 audiences Innovation & Change: Knowledge and/or experience in reflecting creative and imaginative thinking, an openness to new ideas, and an ability to take calculated risks in order to meet organizational objectives
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Functional Skills	• Knowledge and/or experience in labor and employment law • Knowledge and/or experience in recruitment management and practices • Knowledge and/or experience in developing legal contracts and agreements • Knowledge and/or experience in developing and implementing organizational and/or departmental training curriculums • Excellent spoken and written English and excellent spoken and written Thai • Knowledge and/or experience in HR personnel and salary administration • Knowledge and/or experience in Employee relations and organizational policy development • Knowledge and/or experience in increasing organizational satisfaction and commitment • Knowledge and/or experience in developing and implementing Performance Management and Succession Planning • Excellent Computer skills in Microsoft Programs (excel and word)
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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: November 28, 2019

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.