



## **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: RENEWABLE ENERGY CAMPAIGNER**

### **Summary Position**

As Renewable Energy Campaigner, you will work under Climate and Energy Unit.

The objective of the Climate and Energy unit is to actively campaign on climate and energy issues and other related issues in Indonesia, both off- and online. Analyzing, creating, developing and amplifying climate and energy campaigns is the main task of this unit. The unit works in close coordination with the other units in the Program Department, as well as with the Fundraising Department.

As a Campaigners, you will work closely with climate and energy unit in national, regional and global. Your role is to support the GPSEA Priority project in line with the Program process to ensure there is a precise and sharp strategy, well connected and has the potential to build public engagement both online and offline.

### **Duties & Responsibilities**

- Adapt GPSEA campaign principles, contribute and actively participate on event planning, Provide in-depth contextual analysis for the design, development and implementation of national strategies for climate and energy campaign especially in the renewable energy and anti-nuclear issue.
- Maintain a working knowledge of technical information and be able to present the information to a variety of audiences within and outside Indonesia.
- Participate in regular monitoring, progress reviews and evaluations of Climate and Energy campaign projects including identifying areas of opportunity and improvement, providing insight, and co-creating and advising on implementation.
- Assist the Climate & Energy Campaign Manager, Team Leader, Project Leader and Country Director (Indonesia) in designing the Indonesia Climate and Energy campaign program (especially in the renewable energy and anti-nuclear issue) and implement strategies to mobilise various stakeholders in the region and the general public about campaign issues and goals
- Take the lead in the implementation of renewable energy campaign strategies and tactics developed to achieve goals and objectives and Act as spokesperson for the campaign within the region.
- Direct, organise and participate in non-violent direct actions to support and advance campaign goals.
- Ensure the strong collaboration with other program units as well as with other department particularly engagement unit.
- Maintains and builds a reliable network internally across Program and Fundraising to effectively deliver on renewable energy and anti-nuclear campaign objective or project objective.
- Coordinate information flow within the campaign and other departments, and to Greenpeace International's Climate and Energy campaign, other GPI departments and other offices. Organise and oversee the work of campaign volunteers, interns and short-term contractors.
- Build and maintains a strong collaborative communication and/or support relationships with relevant affected groups, grassroots organisations, academic and professional groups, start up, NGOs and others in the region as identified in strategic planning.
- Plan and delivery climate and energy objective especially in the renewable energy and anti-nuclear issue, tasks in the context of evolving calendars and agendas, while incorporating new lessons learnt and optimizing policies and procedures, seeking to amplify and improve the campaign impact.
- Provides strong analysis and insight on related campaign issue also maintain a working knowledge of political, legislature, regulatory and economic frameworks relevant to the campaign.
- Ensures quality of campaign and project output through monitoring and evaluation against agreed metrics and objectives, guidance of the team in project delivery and strives for improved practices and quality through intentional learning, application and testing of new lessons learnt.
- Contributes to climate and energy unit performance development through open sharing of evaluations and lessons learnt and a culture of collective learning. Ensure the project delivery follows and adherent to relevant policies and law in campaign work, in conjunction with stakeholders.

## **Educational Background & Fundamental Qualifications**

- Bachelor's Degree or equivalent industry experience, preferably working on environmental/climate issue (or related work experience).
- At least 2 years' experience in an environmental/activist organization (work on climate and energy issues or renewable energy and anti-nuclear campaign is preferred) and proven experience in directing a project from conception to completion.

## **Competencies and Skills**

- **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 and 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 multicultural audiences.
- **Innovation and Change:** Knowledge and/or experience in reflecting creative and imaginative thinking, openness to new ideas, and an ability to take calculated risks in order to meet organizational objectives.
- **Leadership:** Knowledge and/or experience in guiding and directing the efforts of others by presenting a clear vision, delegating responsibilities and providing constant support and feedback.
- **Strategic Thinking and Global Mindset:** Knowledge and/or experience in addressing organizational objectives by developing calculated approaches that integrate an openness to an awareness of diversity across cultures.

## **Functional Skills**

- Excellent strategic skills in analysing and planning strategies for the climate and energy campaign especially in the renewable energy issue in Indonesia and demonstrated experience in these areas.
- Excellent networking skills and the ability to communicate with a wide range of organizations and communities
- Knowledge of the environmental and social impacts of climate change and the science behind it.
- Excellent spoken and written English.
- Proven ability to work both independently and in close coordination with a team.
- Preferred skills include experience in key program areas: public speaking, activist training, strategic planning and organizing people around an issue.

## **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 permanent employee will be entitled to the following leaves:  
Annual Leave: 20 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 (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.id@greenpeace.org](mailto:jobs.id@greenpeace.org)

**Deadline for Applications: 29 October 2021**

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.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.