



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: BSC PROJECT ASSISTANT

Position Summary

The BSC Project Assistant will play a role in administration, finance, procurement and recording work, as well as assisting campaign staff in carrying out daily administrative tasks.

The Beyond Seafood Campaign addresses the issues of illegal fishing, human rights in fisheries, and ocean protection. In certain situations, as determined by internal and external events and upon the consideration and advice from the Oceans Campaign Team Leader - Indonesia, the successful candidate / incumbent is expected to support other Greenpeace's cross-campaign projects in national, regional and global level

This is fixed term for initial one year based in Jakarta, Indonesia

Duties and Responsibilities

Administration:

- Compile and organize project documents and reports.
- Prepare reports and presentations for project meetings.
- Arrange meeting schedules and coordinate with related parties.

Finance:

- Assist in preparing project budgets.
- Manage petty cash and record financial transactions.
- Make monthly financial reports.
- Monitor and track project budget

Procurement:

- Manage the process of procuring goods and services required for the project.
- Ensure all procurement complies with organizational policies and procedures.

Recording:

- Systematically store and manage project records.
- Ensure all project data and documents are available and easily accessible.

Project Staff Support:

- Assist project staff in other administrative tasks.
- Provide logistical and technical support for project activities.
- Keep team meetings notes and recording;
- Administrative supports for consultant/freelancers hiring and goods/services procurements; and
- Expenses reporting and coordination support (for Greenpeace and allies).
- Participation in regular calls/meetings with the project teams.
- Participate in the regular Ocean team meeting, as well as in the project planning and evaluation.

- Work and coordinate closely with GPSEA-ID Oceans Campaign teams/staff/contractors in Indonesia.
- Once assigned by Task Giver and/or Line Manager, will maintain and establish coordination and collaboration with external organizations/partners and/or research institutions.
- Once assigned by Task Giver and/or Line Manager, will attend and represent GPSEA-ID BSC teams to attend/represent (as participant and/or speaker) and/or to conduct joint skill-sharing arranged for or held by Greenpeace's allies/partners.
- The Project Assistant will carry out administration work in accordance with the Beyond Seafood Campaign timeline both nationally, regionally and globally.
- Monitoring and evaluating administration and finance work of ID Beyond Seafood campaigns.

Skill and Experience Requirement

- **Education:** Minimum education: Diploma 3/S1 in Administration, Finance, Management, or other relevant science.

- **Experience:** Minimum 3 years of work experience in Administration, Finance, Management. Experience working with non-governmental organizations or international institutions is a plus.

- **Competency:**
 - Minimum 1 year work experience in administration, finance or procurement.
 - Good understanding of environmental issues and environmental saving campaign projects.

- Good communication skills, both verbal and written (Indonesia and English)
- Good organizational and time management skills.
- Able to work independently or in a team.
- Mastering office applications (Microsoft Office, Google Workspace).
- Thorough, detail-oriented, and has the ability to multitask.

Additional Qualifications:

- Commitment to the values of environment and human rights and social justice.
- Ability to work under pressure and meet tight deadlines.
- Experience in an NGO/CSO work environment and has the same values as Greenpeace .
- Knowledge and/or experience in working with volunteers.
- Have good interpersonal skills (communication, listening and giving feedback).
- Ability to work in a team and collaborate across functions.
- Creativity and initiative in developing innovative communication ideas.
- High integrity and professionalism.

- **Notes:**
Specific Work Environment

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

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

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 Southeast Asia is an equal opportunity employer with a longstanding commitment to providing a work environment that respects the dignity and worth of each individual. We recognize

and value the benefits and strengths that diversity brings to our employees and the whole organization and we thrive in an environment that encourages respect and trust. We do not discriminate in employment opportunities or practices on the basis of age, ancestry, citizenship, color, disability, ethnicity, family or marital status, gender, gender identity or expression, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other legally protected characteristic. Selection will be in accordance with objective, job-related criteria and the appointment will be on the basis of the 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

Deadline for Applications: 21 July 2024

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.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.
4. If you have questions, kindly email jobs.id@greenpeace.org

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