



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 RESEARCHER (FORCED LABOUR & TRAFFICKING IN PERSONS)

Position Summary

The researcher will be responsible for conducting in-depth research on the issue of forced labor and human trafficking for Greenpeace's Beyond seafood campaign. Researchers will work to collect, collate and analyze data, as well as prepare comprehensive reports to support campaigns, advocacy and policy interventions related to the protection of migrant seafarers who work on fishing vessels, especially on the high seas.

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 GPSEA-ID BSC R&I Coordinator and Ocean Campaign Team Leader - Indonesia, the successful candidate / incumbent is expected to support other Greenpeace's cross-campaign projects in national, regional and global level.

Duties and Responsibilities

- The researcher will be responsible for designing, proposing and conducting in-depth research and investigations on the issue of forced labor and human trafficking for Greenpeace's Beyond seafood campaign,
- Undertake research and investigations on other related issues that will arise in the course of implementation
prepare comprehensive research reports for publication in English and Bahasa.
- The researcher will work to collect, collate and analyze data, and prepare comprehensive research reports
- Initiate, develop, design, review, support and conduct desk and field research-investigations (if needed), including scoping/preliminary studies; gather, collate, analyze and disseminate all relevant and actual-updated information related to and for R&I works of GPSEA-ID Beyond Seafood Campaign for use by agreed audiences/project stakeholders.
Co-manage R&I databases, ensuring that campaign related data sets and information are arranged easily, securely and safely; ensuring secure access to key files, evidences for relevant BSC teams; co-manage sensitive-investigative data, external reports, Greenpeace publications, online resources including a regional/national pool of freelancers, academics, research institutes and students who we can hire or collaborate with GPSEA-ID BSC project.
- Participate in the regular R&I regional-global project team meetings, regional-global desk research and field investigations, as well as in the project planning and evaluation.
- Work and coordinate closely with GPSEA-ID Oceans Campaign Team Leader and R&I Coordinator, teams/staff/contractors in Indonesia.
- Once assigned by Task Giver and/or Line Manager, will maintain and establish R&I work 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 Researchers will carry out research work in accordance with the Beyond Seafood Campaign timeline both nationally, regionally and globally.
- Develop and manage GPSEA-ID BSC R&I research briefs, terms of references, field reports including data and information management and its protection by BSC's participating NROs (GPSEA, GPEA and GPUS), ensuring that these are in line with Greenpeace's latest standards and best practices.

Skill and Experience Requirement

- **Education:** Minimum bachelor's degree (S1) in Sociology, Criminology, Law, Human Rights, Political Science, or other relevant social science.
- **Experience:** Minimum 3 years of similar experience in the field of research, especially related to forced labor, human trafficking, or human rights. Experience in a research institute, NGO or international organization environment is a plus.
- **Competency:**
 - **Qualitative and Quantitative Research:**
 - Experience in designing and conducting qualitative and quantitative research and analysis.
 - Skills in data analysis and use of data analysis software (e.g. NVivo, SPSS, STATA).

Writing and Reporting:

- Ability to write clear, comprehensive, and evidence-based research findings in Indonesian and English.
- Skills in preparing policy recommendations based on research findings.

Policy Analysis:

- In-depth understanding of laws and policies related to forced labor and human trafficking.
- Experience in policy analysis and advocacy.

Communication Skills:

- Able to convey research findings to various stakeholders, including policy makers, academics and the general public.
- Good presentation and communication skills in Indonesian and English.

Field Data Collection:

- Experience in conducting in-depth interviews, focused discussion groups (FGD), and field surveys.
- Sensitivity to relevant economic, political, social and cultural issues.

Project management:

- Able to manage multiple tasks and priorities simultaneously

Additional Qualifications:

- Commitment to the values of human rights, social justice, and environmental justice.
- Ability to work independently or in a team.
- Ability to work under pressure and meet tight deadlines.
- Experience in an NGO/CSO work environment and shares Greenpeace's values.
- Knowledge and/or experience in working with volunteers.
- good interpersonal skills (communication, listening and giving feedback).
- Ability to work in a team and collaborate across functions as well as regionally and globally.
- 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.