



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 RESEARCH AND INVESTIGATION DATA MANAGEMENT SPECIALIST

Position Summary

This position will focus on managing and securing databases on Forced labor, Trafficking in Persons (TIP) and Illegal, Unregulated, and Unreported (IUU) Fishing, together with partners and coalitions and developing new methods for more effective and secure data collection, collation, storage and retrieval.

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.

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

Duties and Responsibilities

- Responsible for leading and co-managing sets of databases containing information regarding cases of forced labor, TIP and IUU Fishing and working closely with R&I team members in national-regional levels as well as with key relevant data, research and investigation teams at other unions and allies that having in partnership with Greenpeace Indonesia and/or Greenpeace Network.
- Collect, collate and analyze data related to forced labor practices on fishing vessels.
- Collaborate with field teams and partners to identify and document forced labor practices.
- Prepare reports and presentations based on data findings to support advocacy and campaigns.
- Develop new methods for more effective data collection, collation and analysis.
- Develop a clear system and protocol for data organization
- Communicate regular updates on data management protocols and practices with national, regional and global teams
- Ensure teams are following data organization and info security protocols and guidelines

- Participate in the regular R&I regional-global project team meetings, 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, and GPSEA Information Technology (IT) team to manage and secure databases.

- 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 Data Management Specialist 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 Information Management, Computer Science, Data Science, or other relevant field.

- **Experience:** Minimum 3 years of similar experience in data management, data governance, data quality, or a related area. Experience in a research institute, NGO or international organization environment is a plus.

- **Competency:**
- **Data Proficiency:** Strong skills in data analysis, manipulation, and visualization using tools like SQL, Excel, or Python.
- **Database Knowledge:** Understanding of database systems such as SQL Server, Oracle, or MySQL to efficiently manage and query data.
- **Data Quality Assurance:** Ability to ensure data accuracy, integrity, and consistency through data cleansing and validation processes.
- **Data Governance:** Knowledge of data governance frameworks and practices to maintain data security, compliance, and privacy.
- **Problem-Solving Skills:** Capacity to identify data-related issues, analyze root causes, and propose effective solutions.

- **Communication Skills:** Capability to communicate complex data concepts clearly to both technical and non-technical stakeholders. Ability to communicate with global, regional and national stakeholders.
- **Language skills:** Strong proficiency in Bahasa Indonesia and English.
- **Infosecurity:** Knowledge of infosecurity tools, techniques, and trends.
- **Attention to Detail:** Being organized and meticulous and thorough when dealing with data to avoid errors and maintain precision.
- **Project Management:** Experience in managing data-related projects, including planning, execution, and monitoring of tasks.
- **Continuous Learning:** Willingness to stay updated with emerging data management technologies, industry trends, and best practices.
- **Additional Qualifications:**
 - Commitment to the values of human rights, social justice and environmental justice.
 - Ability to work independently but also with a team, and collaborate across functions as well as regionally and globally
 - 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.
 - Have good interpersonal skills (communication, listening and giving feedback).
 - 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.