



## **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 LEGAL LIAISON OFFICER**

### **Position Summary**

The Legal Liaison Officer will maintain relationship and communication with key community members, local and migrant fishers, and also lead researchers to facilitate data driven support to potential legal action. The Officer will be responsible for bridging communications between different actors to ensure successful legal actions and support the overall legal process.

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 Oceans Campaigner (Legal and Human Rights), 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**

- The litigation liaison is responsible for bridging communications among different actors to ensure successful legal actions; ensuring effective coordination, evidence collection, and supporting the overall legal process.  
The Litigation Liaison will be the lead researcher to gather data, information and connect with communities for potential legal cases.
- Manage regular meetings/communication and with the litigants and their family.
- Manage communication with the Legal team in other Greenpeace offices and GPI
- Collect, collate and analyze data, as well as prepare comprehensive reports in support of legal cases Initiate, develop, design review, support and conduct desk and field research-investigations (if needed), including scoping/preliminary studies as well as 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 and evidences for relevant BSC teams, co-manage sensitive-investigative data, external reports, Greenpeace publications, online resources, including regional/-national pool of freelancers, academics, research institutes and students who we can hire or collaborate with on the 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 Legal and Human Right), Ocean 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 engagement and communication and collaboration with unions, 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 Officer will carry out research work in accordance with the project 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 the field of Law, International Relations, or relevant science.
- **Experience:** Minimum 3 years of work experience in the legal field, preferably international litigation, human rights, or related fields. Experience working with non-governmental organizations or international institutions is a plus.
- **Competency:**
  - **Legal Knowledge, especially International Law:**
    - Understanding of international law, particularly as it relates to human rights and human trafficking.

- Ability to research and stay up-to-date on current legal frameworks and legislation, especially related to human rights, human trafficking, and labor rights.

**Written and Verbal Communication:**

- Excellent communication skills in Indonesian and English.
- Able to convey legal information clearly and effectively to related parties.

**Evidence Collection and Analysis:**

- Skilled in collecting, analyzing, and presenting evidence in a legally acceptable manner.
- Ability to analyze data and legal documents to support litigation cases.
- Ability to use technology to collect and store data securely.

**Strong Empathy and Social Awareness (understanding and sensitivity to social and human rights issues faced by Migrant fishers).**

**Special qualifications:**

- High integrity and commitment to human rights, social justice and environmental justice.
- Ability to maintain the confidentiality of sensitive information and be professional in all interactions.
- Previous experience working with victims of forced labor or human trafficking.
- Ability to adapt to changing laws and regulations in various jurisdictions.
- Experience in coordinating cross-country and cross-cultural projects.
- Ability to work with attorneys and legal consultants in preparing court documents and litigation strategies.
- Experience in coordinating cross-country and cross-cultural projects.
- Ability to negotiate with various parties to reach agreements.

**Additional Qualifications:**

- Commitment to the values of human rights and social 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.
- Have 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](mailto: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](mailto: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](mailto:jobs.id@greenpeace.org)

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