



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 COORDINATOR

Position Summary

The **GPSEA -ID BSC Research and Investigation Coordinator** is assigned to lead, support and coordinate Research and Investigation works of Greenpeace's Global Beyond Seafood Campaign, at Indonesian level. The assigned staff will take full initiative, leadership and responsibility in any research and investigation works of ocean-fisheries cross-cutting issues, including in the next steps of BSC's further development and implementation in Indonesia.

The assigned staff **GPSEA-ID BSC Research and Investigation Coordinator** will work and coordinate closely with R&I teams/staff/contractors in Indonesia.

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

Research and Investigations Coordinator 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

- Lead and facilitate the identification, design and execution of research & investigations (R&I) to achieve Beyond Seafood Campaign objectives and GPSEA-ID country program objectives.
- Coordinate and plan research and investigations in Indonesia in alignment with regional and global campaign direction and expected outcomes.
- Lead and manage researchers, providing oversight to ensure quality research outputs
- Initiate, develop, review, support and conduct desk and field research-investigations, including undertaking scoping/preliminary studies, data gathering, collation and analysis
- Lead major investigative reports and its writing process,
- Co-develop and co-manage R&I databases, key files, evidences and R&I shared drives of GPSEA-ID BSC Project campaign, ensuring that relevant information are easily, securely and safely accessible for relevant BSC teams, including co-manage the sensitive-investigative data, external reports, Greenpeace publications, online resources and a national pool of freelancers, academics, research institutes and students who we can hire or collaborate with GPSEA-ID BSC project.
Ensure consistent, reliable and scientific research practices are followed, including proper documentation of investigations and analysis of data
- Initiate, facilitate and 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 Regional BSC Project Leader, GPSEA-ID Oceans Campaign Team Leader, the R&I teamstaff/contractors in Indonesia and Strategy and Analysis R&I team.
- 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.
Oversee the GPSEA-ID BSC R&I work, including but not limited to the issues of illegal fishing, human rights in fisheries, and ocean protection and assist with its analysis, finalization, and report writing.
- Co-develop, co-manage and/or review 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 degree in social and/or natural/biological sciences.
- **Experience:** Minimum 5 years of similar experience in the field of research, especially marine research. Experience in a research institute, NGO or international organization environment is a plus.

- **Competency:**
 - Proven research and analysis capabilities including the ability to produce in-depth reports and briefs for internal and external audiences as well as the ability to review and conduct quality checks for research outputs.
 - Proven ability to work both independently and in close coordination with a team.
 - Highly developed capacity to assume responsibility to coordinate multiple concurrent variable research tasks in a high-pressure environment.
 - Proven leadership skills and capacity to manage research contractors.
 - Strong communication, coordination and facilitation skills.
 - Highly organized and able to apply strategic insights to planning activities.
 - Encourage and develop a supportive, productive team dynamic.
 - Highly developed ability to solve problems using multiple analytical techniques within a focused result orientation.
 - Strong documentation, writing and presentation skills
 - Highly developed proficiency in database, spreadsheets, statistical analysis and reporting/powerpoint and cloud-based data management.
 - Ability to write research reports and present complicated information into formats that are easy to comprehend for a general audience.
 - Strong understanding of campaign strategies and effective methodologies/techniques to meet campaign/project objectives through information acquisition.
 - Understanding and exposure to the roles of science, politics, economics, industry, media and social change in campaigning.
 - Broad experience of cross-cultural working environment.
 - Demonstrable commitment to environment/peace issues.
 - Having networking skills and the ability to communicate with a wide range of organizations and communities.
 - Desired knowledge and/or experience in working with volunteers, fisherfolks and fishing communities and/or survivors of human trafficking and labour rights violations.
 - Excellent language skills to communicate effectively in both written and spoken Indonesian and English.

- **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.