

**SOUTHEAST ASIA**

# RECRUITMENT PACK

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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, comprises 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 50 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 its 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, livable 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: SENIOR OFFICER HR OPERATION**(fixed-term)

**Position Summary**

Oversees the daily operations of the human resources department, ensuring HR function efficient workflow and smoothly. This role supports the HR Manager in various HR functions, including recruitment, compensation & benefit and all mandatory transaction and report to the government bodies, HRIS administrator, employee relations, performance management, training and development, and compliance with organization policy and labor laws.

This is a full-time fixed-term position with a 2-year contract based in GPSEA Indonesia Office.

**Duties and Responsibilities:**

* Conceptual
  + Responsible for all HR operation functions
  + Overseeing, processing, administering and managing organization compensation & benefits for monthly payroll, record and report for decision making purposes.
  + Provide and administer contractor/freelancer/consultant agreement
  + HRIS Administrator
* Applied

1. Bachelor's degree or equivalent experience in Business Administration, Employee Database

* Regularly update and administer personnel database - HRIS including updating and monitoring database.
* Generate and analytics monthly report

1. Compensation & Benefit
   * 1. Salary,
     2. Support annual salary adjustment.
     3. Issuance of the increment letter to the staff.
2. Payroll, to execute Staff and DDC payroll system which includes salary, bonus/incentive, social security, benefit reimbursement, and includes deduction transaction, if any. To submit internal and external reports as required by government agencies such as Social Security, etc.
3. Benefits, execute, administer and report all benefits apply in the organization respectively.

* Group Health Insurance
* Group Life/PA/TPD
* Dental/Vision Care
* Healthy Living Allowance
* Annual Medical Check Up
* Social Security Administration (BPJS Ketenagakerjaan Health, Pension )
* Provident Fund (DPLK) Administration
* Leave administration
* Staff anniversary gift - reward

1. Contractor/Freelancer/Consultant agreement
2. Employee Movement – Mobility documentation: To prepare all paperwork related to staff such as: Reference Letter for bank/insurance, Employment Certificate, Sponsor Letter for visa etc.)
3. Overseas Visitor and staff travel administration: To prepare all paperwork related to overseas visitors’ visit to Indonesia and GPID staff travel overseas such as: invitation letter, sponsor letter for visa request, work permit and other permits application etc.
4. Work with Program and Operation Leader for intern matters.
5. Recruitment, in coordination with the GPSEA office, oversees the process of recruitment, responsible for the completion of all documents needed, job posting, screening, scheduling interview, background check and onboarding.
6. To carry out other tasks relevant to the position scope as required by HR Manager

**Requirements**

* Significant (5 years+) professional experience in compensation and benefit administration, payroll, HR Database management including HRIS.
* Knowledge of, and expertise in, taxes related to personnel – freelancer/contractor income.
* Knowledge and understanding of Labor Law
* Knowledge and/or experience in related work applications (Word, Excel, Power Point etc) and HR system - applications.
* Analytical, attention to detail, Proactive, Administrative, problem solving, inter personal, proactive, Well organized and good verbal communication skills
* Ability to working effectively to tight deadlines with multiple projects
* Adequate skills in written and spoken Indonesian Bahasa and English.
* Flexibility around working hours

**THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST**

**Working hours**

Normal hours of work for full-time Employees 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

Sick Leave: 30 days

Parental Leave: As per labor laws and Greenpeace policy Compassionate leave: a maximum of 5 days for the death of significant others

**Salary**

In determining salary offers 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 Opportunity Employer**

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 Procedures**

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 with the successful application.

**APPLICATION GUIDELINES**

Interested candidates are invited to

(1) Send your letter of Introduction along with your CV to [jobs.id@greenpeace.org](mailto:jobs.id@greenpeace.org) ensuring you include “Application for Senior Officer HR Operation” in the subject

Deadline for Applications: **9 August 2024**

Please note that we receive a large number of applicants for our advertised vacancies so 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.

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.