



SOUTHEAST ASIA

## **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: REGIONAL DATA TECHNOLOGY TEAM COORDINATOR**

### **Position Summary**

This role provides essential Data-Technology team support and coordination for the GPSEA Regional Database Team.

This is a full-time permanent position based in either Bangkok, Malaysia, or Manila.

**Duties and Responsibilities:**

- Prepare, monitor, process, and support outsourced invoice processing for Malaysia and any other assigned country
- Act as backup support for Malaysia FR processing
- Prepares documentation of all database procedures and guidelines
- Assists with all aspects of the monthly debit, as and when required
- Participates in the planning process as required:
  - Provide any information, which will help key stakeholders in their planning and budgeting processes.
- Ad-hoc tasks which may be assigned from time to time
- Data Entry on CRM whenever required
- Gathering user feedback for platform/system improvement and development
- Organize and Coordinate project meetings
- Take down notes, minutes of the meetings, Project or any relevant Documentation and/or related training videos
- Attend all project related meetings
- Bookings and events management
- Administrative travel work and coordination
- Escalating any issues when necessary
- Prepare and/or Review of Training Materials
- Prepare and publish Web Training videos (if any)
- Assist in preparing Systems FAQs and other Learning related materials
- Assist, support and/or coordinate any task, activities or project that may be assigned by FR Leadership
- Any other tasks that may be assigned from time to time
- Coordinate with relevant Supporter Care Officer/Team on Finance Reconciliation Reports
- Provide support and assistance to seniors members of the Regional Database team
- Participate in country, regional, or departmental project teams or hubs (as necessary)
- Coordinate and Collaborate with other country and regional teams
- Support the Regional Database Team on data-related tasks
- Support any other tasks that may be assigned from time to time
- Coordinate with Finance on Income and Donor Reports
- Coordinate with outsource agency on donor/supporter data related concerns/issues
- Coordinate and engage with vendors and/or suppliers
- Escalate any issues/blockers to vendors, external providers and suppliers
- Prepare the regular claw-back reports

- Timely processing and submission of invoices for payment and/or approval
- Timely submission of reports
- Provide accurate and up-to-date reports
- Provide accurate finance processing requests
- Provide accurate processing and submission of invoices for approval and payment
- Organizational Support receives correct income figures in order to fulfill written receipt requirements mandated by government/law

### **Skills and Experience Required:**

- Candidate must possess at least a Bachelor's/College/University Degree in Business Administration, Management, Communications, or equivalent.

#### Work Experience:

- Minimum of 2-3 years' experience in an MIS or administrative support function with a background in technology in a Sales and Marketing environment.
- Work Experience in Greenpeace or other Non-Profit Organisations is a plus

#### Functional and Technical Skills:

- Strong communication Skills - both verbal and written English.
- Ability to work within deadlines and establish priorities.
- Ability to multi-task and work on multiple assignments with multiple teams and lines of business.
- Advanced expertise in Excel functions is a must.
- Experience in using Salesforce CRM or any global CRM tools is highly beneficial

## **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 permanent 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: 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.ph@greenpeace.org](mailto:jobs.ph@greenpeace.org)

**Deadline for Applications: 15 June 2023**

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.ph@greenpeace.org](mailto:jobs.ph@greenpeace.org)

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