



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 acts to change attitudes and behavior, to protect and conserve the environment and to promote peace by:

- **Catalyzing an energy revolution** to address the number one threat facing our planet: climate change.
- **Defending our oceans** by challenging overconsumption of plastic that end up as plastic waste in our oceans, wasteful and destructive fishing, and creating a global network of marine reserves.
- **Protecting the world's ancient forests** and the animals, plants and people that depend on them.
- **Creating a toxic free future** with safer alternatives to hazardous chemicals in today's products and manufacturing.
- **Campaigning for sustainable agriculture** by rejecting genetically engineered organisms, protecting biodiversity and encouraging socially responsible farming.

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 to catalyze an energy revolution,

protect ancient forests and our oceans, create a toxics-free future and create a shift to sustainable agriculture.

Greenpeace has four offices in Southeast Asia (GPSEA) —in Thailand, Indonesia, the Philippines, Malaysia and each office is currently 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: HR DIRECTOR

Position Summary

Reporting to the COO, the HR Director will define the strategic HR requirements to support the GPSEA 3 Year Strategic Plan (3YP) focusing on winning campaigns by developing and implementing leading practice HR programs designed to increase organizational Alignment, Capability and Engagement. The position of HR Director will take HR to new levels of strategic partnership and value in the organization.

The HR Director is responsible for the overall planning, organizing, and execution of all HR functions. This includes directing HR operations to meet organizational requirements as well as the design and implementation of fit for purpose leading practice programs that enable GPSEA People to be more efficient, effective and agile. The successful candidate will be a change management expert understanding culture and People and how to create an environment that is best suited to achieve our goals. The successful candidate will also understand the latest developments in HR leading practices and have the ability to influence and implement.

This is a full-time position based in either Bangkok, Jakarta, KL, and/or Manila.

Key Duties

- The HR Director will empower and enable the regional culturally and geographically diverse HR team to develop and implement leading practice HR strategies and to achieve organisational goals. The HR Director will lead and coach the regional HR team in executing tasks and prioritizing the work load of all department personnel ensuring sufficient capacity, capability, performance and resources to alignment of organizational goals.
- The HR Director will provide strategic development and implementation of high impact, efficient HR tools and systems that are aligned to global priorities and the GPSEA 3` Year Strategic Plan and represent the HR function at organizational leadership review meetings when appropriate and when requested, represent HR in Senior Management Team meetings and Board meetings. The HR Director will provide input into global Greenpeace HR strategies / processes / working groups as appropriate or requested by COO / Executive Director.
- The HR Director will provide clear direction to the organization on HR Strategy and impact to the core goal of winning campaigns outlining implementation plans and key risks and provide insight and program management advise to

resolve problems and concerns in relation to organisational related issues increasing HR Strategic Partnership capability.

- In cooperation with SMT and other leaders in the organization, the HR Director will design and implement fit for purpose innovative Human Resources (HR) and Learning and Development strategies through the analysis of complex organizational needs. The HR Director is to lead the implementation and maintenance of solutions across GPSEA incorporating effective regional practices in the following areas throughout the organisation:
- Organizational ability to Attract top talent and leading practices in recruitment and induction
- Organizational culture development which enables collaboration, open communications, accountability, transparency and high performance.
- Performance management system development
- Organizational learning and development to build overall organizational Capability
- Organizational compliance to regulatory and legal requirements
- Policy development, control and communication
- Conflict management and counseling
- Organizational communication and change management
- Compensation and benefits administration
- Employee safety, welfare and health
- Employee services and relations administration
- Structure and role alignment to ensure organizational performance and fit for purpose
- Succession planning
- HR analytics for decision making and effective monitoring and reporting of key HR strategic programs
- HR Department fiscal and budgetary performance.

Educational Background & Work Experience

- Level of Education: Preferably Masters Degree in HR, Business, Communications, Political, Law, but open to others.
- Work Experience: At least 10 years of experience in a management role, of which at least 4 years should have been at a senior leadership level in a regional or international organisation preferably in the HR field.
- Training or Certificate: Training in HR related topics is preferred: HR business administration and talent management, labor law, analytics, culture, coaching.

Competencies and Skills

- Organizational Competencies
- Professionalism: Knowledge and/or experience in managing conduct and emotions in a way that represents the values and realizes the objectives of the organization

- Teamwork & Communication: Knowledge and/or experience in working with others and presenting information, ideas, and positions in a clear manner that can easily be understood across diverse and multi-cultural audiences
- Innovation & Change: Knowledge and/or experience in reflecting creative and imaginative thinking, an openness to new ideas, and an ability to take calculated risks in order to meet organizational objectives
- Leadership: Knowledge and/or experience in guiding and directing the efforts of others by presenting a clear vision, delegating responsibilities, and providing constant support and feedback
- Project Management: Ability to develop, plan and monitor progress on projects ensuring work plans are completed in a timely manner
- Quality: Promotes global leading practice and benchmarking in relation to area of expertise
- Teamwork: Is energetic and enthusiastic and contributes positively to team dynamics
- Coaching: Builds meaningful / productive relationships with key stakeholders utilizing effective coaching techniques

Functional Skills

- Conflict Management resolution
- Meeting Facilitation
- Coaching and Mentoring
- Change Management
- Project Management
- Effective Communication and Presentation skills
- Legal administration and labor law
- Good written and spoken English and preferably one language in South East Asia.

Specific Work Environment

This position requires the employee to have a flexible approach and the ability to adapt and work in different and challenging work and cultural environments, which may include flexible arrangements working in challenging field and frontline work environments.

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

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 is committed to the principle of Equal Employment Opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of 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 write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace, fill-up the attached Application form you can download from the link <http://bit.ly/hrdgpsea>

and email to: jobs.id@greenpeace.org

Deadline for Applications: January 20th, 2020

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.id@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.