



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 POSITION: REGIONAL INSIGHTS COORDINATOR

Position Summary

You will provide support and partnership to the Regional Insights Manager in ensuring that the organization creates meaningful impact, stay resilient and build movements for the environment.

You love exploring data and have a passion for finding insights that can be turned into meaningful action. With years of experience working in consumer & insighting research, you will collaborate with the campaign, engagement and database teams across the region, building GPSEA's understanding of our core audience.

You will advise and implement best practices for data collection, standards and testing, generating insights to drive further refinement, growth and effectiveness of our environmental campaigning. You apply a structured approach to data storytelling. By combining data, visuals and narrative to explain, enlighten and engage internal and external audiences, you are driving positive change and super-powering our campaigns.

You will work in a diverse organization and you celebrate different points of view from a multi-ethnic & multi-cultural work environment.

You are highly motivated, hardworking, and have a deep sense of purpose and integrity, looking for something meaningful to contribute your skills and talents while also looking for the opportunity to grow. With this role, you are expected to challenge people's current thinking and create organizational change.

This is a full-time position based in Jakarta. Residents of Indonesia are encouraged to apply.

Key Duties

Extensive qualitative research experience is required:

This includes commissioning of qualitative research projects with third-party agencies, with strong ability to identify appropriate research design & methodologies, and generate actionable insights and recommendations from findings.

Qualitative research referred may include, but are not limited to: Facilitation of ideation & co-creation sessions, Focus groups, In-depth interviews (IDIs), Consumer connects,

Online panels, Ethnographic work, Message testing that may fall under any of the previous tools or other advanced methodologies like Concept Recycling, Monadic / Sequential Monadic & Discrete Choice tests.

Some Quantitative research experience is required:

Main task required is end-to-end management of survey research projects which may use PAPI, CAPI or CAWI. Experience in research design, questionnaire development and adhoc data analysis skill are critical to the role. Likewise, knowledge and understanding of digital metrics/success indicators and digital content evaluation is required.

Some statistical software knowledge is desirable:

This may include SPSS, Civis, online survey tools like Limesurvey etc.

Some knowledge in research assistive technology is desirable:

This may include self-service platforms/apps for micro-surveys, eye-tracking hardware & software etc.

Experience in below tasks required:

- Commissioning of work with appropriate third-party market research agencies & consultants, ensuring they meet quality standards and deliver expected value
- Liaising between third-party agencies and internal stakeholders (e.g. Insights team, Marketing managers & directors, Sales directors)
- Monitoring performance indicators of projects and identifying causes of movements
- Management of allocated budget and ensuring cost efficiency of research projects
- Keeping abreast of new research methodologies and techniques, especially in digital
- Data quality checks
- Data analysis – synthesis of different types and sources of data to form a full picture and generate actionable insights & recommendations (both internal & external data)
- Presentation of findings to various stakeholders and knowledge levels

Educational Background & Work Experience

- Education background Bachelor's Degree with field of study in Business, Statistics, Marketing or Social Sciences.
- At least 4 years working experience in market or consumer insighting research in any industry. Further experience as described in duties above.

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
- 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

Functional Skills

- Strong organizational skills - Multiple research projects may happen concurrently across the region, so the role requires someone who can ensure quality output within expected timings
- Strong written and verbal communication – Ability to communicate and collaborate in a complex and diverse organization
- Strategic thinking – Know and seek the questions that matter and able to make appropriate decisions
- Motivated self-starter – Demonstrated ability to work on projects with minimal supervision
- Creativity – Take advantage of a work environment that allows experimentation and encourages new ideas
- Adaptability – Willing to change, open to ideas unlike your own
- Stakeholder management – Ability to identify different stakeholders’ needs & priorities and adapt accordingly. Client-servicing experience is a plus.
- Excellent and confident written and spoken English and Bahasa required.

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/insightsgpid>

and email to: jobs.id@greenpeace.org

Deadline for Applications: **16 February 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. 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.