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**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: SENIOR REGIONAL CAMPAIGN STRATEGIST (LEGAL AND POLITICAL)**

**Position Summary**

The Senior Regional Campaign Strategist (Legal and Political) lead the development of Greenpeace Southeast Asia’s (GPSEA) political and legal strategy and provide risks assessments in all stages of project development. The scope of the work is regional, multi-issue, multi-project, and multi-discipline. It requires high ability to adapt and work in different and challenging internal and external work environments and political contexts.

This is a full-time position based in either Bangkok, Jakarta, Malaysia or Manila working on legal and political issues related to the environment, as well as working in countries within or outside Southeast Asia region as required.

**Duties and Responsibilities:**

* Lead the development and implementation of regional political, legislative and legal strategies of country, key campaigns and projects as aligned with regional and country Theory of Change (TOC), program objectives and global priorities.
* Provide political and legal risks assessments of strategies and key project activities; give advice for risks mitigation; advise the Regional Security Advisor, Country Directors, Strategy and Analysis Director, Programme Director and Executive Director on political and legal responses in case of harassment, violence, and attacks on the staff (including activists, supporters and volunteers) institution, property and reputation of GPSEA.
* Lead a global project relevant to local and global campaign objectives.
* Prepare substantive legal and political briefings, updates, position papers and talking points with relevant programme staff to ensure consistent external communications.
* Represent GPSEA in all forms of media, both proactively and reactively as determined by programme needs.
* On identified politically or legally contentious issues, or when required/requested, perform a review and give political, legal sign off of reports and other external communications of GPSEA.
* Proactively contribute to the development and implementation of innovative strategies for NVDA on land and sea, in cooperation with country teams and other international units, and in accordance with Greenpeace’s principles, in order to maximise the impact in achieving agreed campaign, project, political, business and legal objectives.
* Direct, organize and participate in non-violent direct action to support and advance campaign goals.
* Actively contribute to programme design, review of projects and provide inputs for decision making processes.
* Organize and oversee the work of short-term contractors where appropriate.
* Develop and maintain a GPSEA community of practice around legal and political work
* Analyse external political and situations and Identify relevant regional trends and opportunities for political and legal work
* Help manage and oversee the budget and ensure financial integrity of projects and unit
* Periodically conduct political and legal capacity needs assessments, provide capacity development recommendations and coordinate relevant approved skills shares and trainings to support the programme. When requested, mentor or coach programme staff to enhance his/her skills in political and legal engagements.
* Represent GPSEA’s political, legal and related inputs at internal meetings and activities of Greenpeace’s global legal and political communities or global project teams. Inform GPSEA of agreements and developments in the global legal and political communities.
* Act as expert spokesperson on regional legal and political issues for GPSEA and a go to person for the global organisation when needed.
* Working with Regional Major Gifts Manager to explore, develop working relationships and cooperation with donors, foundations, and GPI for enabling funds.
* Lead and coordinate the development of funding proposals, with relevant GPSEA team leaders.
* In partnership with Country Directors and the Strategy and Analysis Director, develop and maintain extensive contacts and relationships with political, business, legal and other relevant bodies, groups, NGOs, and personalities in order to build strategic, effective networks and partnerships that support Greenpeace’s campaigns/projects, and/or promote Greenpeace’s organizational objectives
* Represent, lead and strategically position GPSEA at international, regional, or regionally significant national political and legal fora on programme issues in order to ensure that the objectives, analysis, recommendations and submissions of GPSEA are timely and effectively presented and adopted in accordance with strategic programme and organizational objectives and ensure branding and identity of GPSEA
* Develop common strategies and actions with external parties regionally and globally in support of broader political objectives of social movements as well as the global and GPSEA campaign objectives and TOCs
* Build networks and alliances and contribute to strengthening social and emergent regional and global movements by supporting development of regional and global campaign strategies
* Develop pro-active relationships with national and regional media to increase campaign outreach.
* Assist the Strategy and Analysis Director in designing GPSEA campaign program and implement strategies to mobilize various stakeholders in the region and the general public about campaign issues and goals
* Manage project cycle and optimize responsiveness to current situation/context, evolve and devise new ways of working for efficient delivery of multi-layered projects
* Respond to and engage in internal as well as pressing external regional challenges as determined by the campaign team through the Strategy and Analysis Director beyond his/her normal issue/campaign area as circumstances do require.
* Keep abreast of regional developments in political and legal fields and maintain a general knowledge of developments in political, legal developments in SEA in order to ensure that GPSEA is able to respond, adjust, campaign appropriately/effectively.
* Coordinate policy and legal research or other outputs such as policy briefs, statements, submissions, pleadings, motions, legal comments and legal opinions to ensure consistency in form and substance.

**Skills and Experience Required:**

**Level of Education:** Master’s degree minimum, Doctorate in philosophy or laws preferred

**Field of Study:** Political science, public management, public policy, law, international relations

**Work Experience:** Minimum of 10 years of experience

**Organizational Competencies:**

* Integrity, professionalism
* Strategic thinking, goal-oriented
* High standards of quality outputs
* Team work in a multi-cultural environment
* Courage and innovativeness in challenging enemies of the environment, status quo
* Values people, inter-personal relationships, conflict resolution and management
* Information management and transfer, sharing of knowledge
* Planning, budgeting, monitoring, evaluation

**Functional Skills:**

* Understanding of the political, legal and economic landscape, processes, dynamics in SEA
* Extensive knowledge of environmental and human rights laws, jurisprudence, regulation, public policies, stakeholders in SEA
* Political, legal communications skills in all forms
* Political lobbying, negotiation, advocacy skills/experience in UN, multilateral, bilateral and other policy spaces/processes
* Legal counseling, representation, litigation practice
* Political, legal research
* Campaigning experience, project management
* NVDA
* Understanding of environmental issues in general and campaign issues and agenda in particular
* Wide network across the region for potential networking and partnership
* Public, people management
* Project management, programme administration
* Stakeholders, power, constituency, audience analyses

**Preferred Skills:**

* A preference for good communication skills in one of more regional SEA languages other than English.
* Preference for extensive experience in political economy and progressive political framing of environmental issues
* Preferred skills include experience in key program areas: policy lobby, public speaking, activist training, strategic planning and organizing people around an issue.
* Experience in negotiating in multilateral environmental agreements and similar regional platforms

**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

Deadline for Applications: 09 September 2022

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

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