

## 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, 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 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 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: LEGAL AND POLICY ADVISOR**

#### **Position Summary**

The Legal and Policy Advisor - PH (fixed-term) role supports the country program on legal and policy advocacy initiatives, including strategic litigation, and provides legal and policy advice on campaigns and general program operations. While this position has a special focus on the Climate Justice (CJ) campaign, it is expected to support campaigns across the entire program given the cross-cutting nature of our work. This position is also responsible for providing oversight and analysis of the country's political situation, specifically as it pertains to developments regarding

Greenpeace Philippines (GPPH) campaign issues and related environmental issues, as well as human rights, people participation, and governance.

This is a fixed-term position for 1 year, based in Manila.

### **Duties and Responsibilities:**

- Develop and implement smart, innovative and people- powered legal and policy campaign and advocacy strategies in line with the country Theory of Change (TOC), the short and long term country program direction and the goals of the Climate Justice campaign.
- Maintain a working knowledge of legal, political, legislative, regulatory and economic frameworks, ASEAN agreements, and multilateral environmental agreements relevant to issues across the country program.
- Provide oversight and analysis of the country's political situation, specifically as it pertains to developments related to human rights, people participation, and governance.
- Provide integrated program-related legal and policy advice and support in order to develop legal and political strategies as an element of campaign strategy and implementation.
- Building on the results of the National Inquiry on Climate Change, work with communities and partners to help develop strategic litigation plans for a follow up case or other strategic legal or policy actions against carbon majors.
- Draft, review and disseminate legal and policy submissions, and undertake policy and political research and analysis.
- Participate in campaign discussions and planning regarding strategic issues within Greenpeace Philippines and GPSEA, with other Greenpeace offices and with GP International (GPI) staff. This will include both written and verbal discussion as well as attendance at specific meetings.
- Help keep the country director and national and global focal points, as well as focal points in the legal unit informed of the overall strategic orientation of legal and political campaign strategies.
- Represent Greenpeace and its campaigns at relevant public events; movement events; meetings with political decision makers, local citizens and affected communities; and in discussions/fora, when needed.
- Create and maintain national and international profile on legal and policy efforts around GPSEA-PH's Climate Justice campaign, and other legal and policy initiatives of the country program, as directed.
- Help build alliances and/or support relationships with partner organizations, relevant affected groups, grassroots organizations, academic and professional groups, labor unions and others as identified in strategic planning.
- Participate in non-violent direct action to support and advance campaign goals and organizational objectives.
- Reliably deliver on commitments in line with the country TOC, strategy, campaign and engagement objectives and KPIs.
- Help develop monitoring and evaluation mechanisms for the campaign and implement progress reviews and end-point evaluations.

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

#### **Eligibility**

- Law graduate

- Preferably a lawyer admitted to the Philippine Bar (RA 1080)
- Knowledgeable in national environmental laws, multilateral environmental agreements, as well as national laws and policies pertaining to human rights, people participation, governance and related issues
- At least 7 years experience in in advocacy, community engagements and/or the development or humanitarian sector

### **Key Competencies**

- High level of competence in drafting legal and policy documents and in conducting legal and policy research
- Fluent in written and spoken English and Filipino
- Able to work in teams and multicultural setting
- Knowledgeable about environmental and rights issues
- Proven ability to work both independently and in close coordination with a team
- Excellent networking skills and the ability to communicate with a wide range of organizations and communities

### **Functional Skills:**

- Strong strategic thinking and planning skills; proven experience in analyzing and planning campaign and legal strategies
- Strong personal organizational skills including ability to participate in multiple projects with competing priorities and timelines, strong interpersonal communication skills and ability to handle constantly evolving work
- Knowledge and/or experience in working with volunteers
- Excellent spoken and written communication skills in English and Filipino

## **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 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 with the successful applicant.

## **APPLICATION GUIDELINES**

Interested candidates are invited to (1) write Letter an of Introduction, explaining why you are qualified for the position and why they want to work for Greenpeace,  
(2) fill out the attached Application form and email it to [jobs.ph@greenpeace.org](mailto:jobs.ph@greenpeace.org)

### **Deadline for Applications: 28 February 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 a 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](mailto: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.