



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 Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent, direct action against environmental abuse 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 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 26 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 abuse. 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 our first office in Southeast Asia in 2000. In that time 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, Philippines and Malaysia and currently composed of: Programme Department (Campaigns, Communications, Public Engagement & Actions), Fundraising, Operations Support (Human Resources, Finance & Admin, Information Technology, Security) and Executive Office. Currently, Greenpeace Southeast Asia employs nearly 200 staff across the region, excluding the direct dialogue fundraisers.

THE POST: HR Junior Officer
(Fixed Term Contract for 6 months) Bangkok
April – September 2024

Position Summary

The HR Junior Officer (Fixed Term Contract for 6 months) is responsible to administer recruitment, payroll, benefit and compensation, payroll, to support HR Manager in providing HR services to employees, to responsible for Human Recourse administrative and accomplish GPSEA Human Resources Goals and objective.

Key Duties

1. Support HR Manager in providing HR services to employees.
 - 1.1 Handle operation support such as report, updated database
 - 1.2 Be a point of contact for staff request
 - 1.3 Handle administration support
2. Manage HR processes such as recruitment, on boarding, employee relations, Benefits administration, compensation and payroll administration
 - 2.1 Responsible for the job posting & shortlisting, facilitating for interview process and appointment
 - 2.2 Coordinate with Social security officer, provident fund officer and insurance officer for In & Out and reimbursement.
 - 2.3 Verify & record health benefits (Vision & Dental, health allowance).
 - 2.4 Coordinate with finance for all reports after payment.
 - 2.5 Facilitate with people concerned for onboarding /exit orientation and equipment needed/returned.
 - 2.6 Keep employee profiles updated Support in organizing employee relations activities and Interact with all level of employees.
3. Facilitate employee learning and development programs.
 - 3.1 Keep staff's training record
 - 3.2 Facilitate employee learning and development such as provided schedule, Employee's participation, course evaluation, pre-test and post-test
4. Provide coordination support including in collecting and centralizing documentations.
5. Responsible for other tasks relevant to the position scope as required by HR Manager.

Educational Background & Fundamental Qualifications

Level of Education:	University graduate
Field of Study:	Bachelor's Degree in related field
Work Experience:	At least 1 year of experience in HR

Competencies and Skills

Organizational Competencies	<p>Professionalism: Knowledge and/or experience in managing conduct and emotions in a way that represents the values and realizes the objectives of the organization</p> <p>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.</p> <p>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</p> <p>Strategic Thinking & Global Mindset: Knowledge and/or experience in addressing organizational objectives by developing calculated approaches that integrate an openness to and awareness of diversity across cultures</p>
Functional Skills	<ul style="list-style-type: none">● Good written and spoken English.● Proficient in Microsoft Office.● Ability to maintain confidentiality and handle sensitive information.● Having experience in Human Resources practices and payroll administration would be an added advantage.

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 and email to:

jobs.th@greenpeace.org

Deadline for Applications: 22 March 2024

***** Fixed Term Contract for 6 months (April – September 2024)**

We regret that we shall be unable to acknowledge receipt of the form but should you wish to confirm that we have received your application, please call our office at tel. +66 3571921.

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. Make sure you email the form to the correct email address (jobs.th@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.
3. If you have questions, kindly email jobs.th@greenpeace.org.

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