



## ***About Ethiopian Women in Energy, EWiEn***

Ethiopian Women in Energy (EWiEn) is an association that connects and empowers Ethiopian women employed in the energy sector with the aim of enhancing Ethiopian women's participation and impact in the sector by showcasing them, providing them with professional development opportunities, and connecting them to meaningful and successful career paths. This will ultimately boost innovation within the sector and advance Ethiopia's economic and human development. For additional information, please visit our [website](#).

### **1. Intern - project Assistance| EWiEn**

**Deadline: September 12, 2024**

**Position: Intern - Project Assistant**

**Type of employment:** Full-time office work

**Types of Contract:** 6 months with the possibility of extension.

**Hours:** Monday - Friday, 8 hrs/Day

**Place of work:** EWiEn Head Office

#### **Job Summary:**

This is an internship opportunity for fresh graduates with zero-year of work experience with a high possibility of employment. We are looking for a committed intern in the position of project assistance to join our team.

A project assistant intern is a person whose role is to provide support and create balance in the time and scope of executing projects under the direct supervision of the project manager. S/He/ will carry out administrative duties by collecting data, sorting, filing and sending out project files to the right personnel, workers, and stakeholders. As a Project assistant, he/she is responsible for assisting projects implementation in progress and ensures that all issues related to the projects are clarified and completed to avoid confusion and interruption during execution of projects.

S/he takes records of all project items, and sees to it that they are adequately delivered to the various stakeholders, EC members and donors as directed by the project manager. As the supporting system of the Project Manager, project assistants are in charge of logistics related to work.

#### **Duties and responsibilities:**

The major duties, tasks, and responsibilities usually carried out by project assistants:

- Evaluate the nature and condition of projects and make useful suggestions to the project manager on the best practices and strategies to apply in project execution.
- Keep track of all activities, and ensure that they constantly remind and intimate the project manager of what needs to be done even when they have forgotten about it, in order to meet up with deadlines.



- seeks advice and direction from the project manager, s/he has the knowledge and skills to work on their own independently in the absence of the project manager.
- Arrangements for meetings, workshops, seminars and trainings.
- Write letters and send them to appropriate bodies, and receive incoming mails.
- Create specific strategies for easier and effective execution of projects.
- Maintain contacts with potential stakeholders who may be interested in investing in projects.
- Assist project workers and ensure that they stick to project specification and guidelines.
- Keep records of all information related to project for documentation, clarification and presentation to management.
- Draft project proposal ideas and present them to the project manager with convincing proof for approval.
- Draft project budget on a monthly basis and ensure that it meets all necessary protocols
- Assist the planning, reporting and execution of projects.

### **Qualifications:**

- Bachelor's degree in Engineering, sociology, social work, gender and development studies, Management, and other or a related field.
- 0 or more years of experience in project assistance.
- Excellent verbal and written communication skills.

### **Required skill:**

- Excellent skills with Microsoft Word Office, Excel, PowerPoint, Outlook etc.
- Ability to pay attention to detail
- Good communication skills
- Ability to solve problems
- Ability to manage time effectively.

### **Language Skills:**

- Fluency in spoken and written English and Amharic required;

### **Application Deadline:**

Interested applicants are encouraged to apply at the earliest time possible before September 12, 2024.

### **How to apply?**

Send your CV and cover letter to [career@ewien.org](mailto:career@ewien.org) and copying [President@ewien.org](mailto:President@ewien.org) .