



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. Communication and Publication Officer

Deadline: September 12, 2024

Position: Communication and Publication Officer

Type of employment: Full-time office work

Types of Contract: one-year contracts with the possibility of extension.

Hours: Monday - Friday, 8 hrs/Day

Place of work: EWiEn Head Office

Job Summary

The Communication and Publication Officer is responsible for developing and executing the communications and publication strategy for the association. The Communication and Publication Officer is responsible for ensuring that the association's message is communicated effectively to its target audience, both internally and externally.

Duties and Responsibilities:

- Develop, update, and implement an internal and external communications strategy (News, quarterly reports, blogs, proceeding of events and other publications)
- Manage the association's media relations, website and social media channels.
- Write and edit communication contents.
- Design and produce publications.
- Train association staff on communications and publication best practices.
- Proactively seek out interesting stories from programs, initiating or accompanying field visits to collect high-quality photos, quotes and audio and video material suitable for use in media and communication products.
- Lead in designing and developing information and visibility materials, such as fact sheets, briefing papers, brochures, posters, Banner, Booklet, and social media content.
- Performs miscellaneous job-related duties as assigned.

**Qualifications:**

- Bachelor's degree in information technology, communications, journalism, engineering or a related field.
- Two or more years of experience in communications and/or publication.
- Excellent verbal and written communication skills.
- Experience in designing and developing information and visibility materials, such as fact sheets, briefing papers, brochures, posters, Banner, Booklet, and social media content.
- Excellent editing and proofreading skills.
- Experience in websites and social media platforms includes Twitter, WhatsApp, LinkedIn, Facebook, YouTube.
- Experience with content creation and management systems.
- Experience with graphic design includes Adobe photoshop, Sparta Design, Canva Design, and other editing software.
- Experience with website management (WordPress).
- Proactive and organized.

Preferred Certification:

- Graphic design
- Website management
- Social media management

Language Skills:

- Fluency in spoken and written English and Amharic required;

Required Skills

- Analytical skills
- Communication
- Creative thinking

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 and copying President@ewien.org .