



EWiEn Seeks to Hire a Passionate General Manager to Empower Women in Energy!

Position: General Manager

Type of contract: Full time office work (this is not a remote/Work from Home position)

Hours: Monday - Friday, 8 hrs/Day

Employment Condition: 6-months with possible extension depending on performance and availability of funds.

Salary: ETB 55,000

Place of work: EWiEn Head Office; Inside Ministry of Water and Energy building, Ground floor, Office number 28.

Deadline: on a rolling basis. Interested applicants are encouraged to apply at the earliest time possible before **Feb 15, 2025**.

About EWiEn:

Ethiopian Women in Energy (EWiEn) is a dynamic civic association dedicated to empowering and connecting female professionals the Ethiopian energy sector. We achieve this by:

- **Empowering** them for impactful and lucrative careers.
- **Connecting** them to dynamic professionals, opportunities, and networks.
- **Spotlighting** their achievements and contributions.

This ultimately fuels innovation in the sector and advances Ethiopia's economic and human development. Please visit our website www.ewien.org for additional information about the association.

The Role:

We're seeking a self-motivated, results-oriented General Manager to join our team. You'll play a crucial role in developing, planning, and executing one or more projects that drive our mission forward. Expect to:



1. Develop and implement strategies and key performance goals to achieve EWiEn's mission.
2. Conduct stakeholder mapping and serve as the public face of EWiEn. Organize, participate and attend meetings and workshops with government officials, funders and all other stakeholders.
3. Search for grant opportunities and develop partnership and project proposals to pursue new partnerships with prospective organizations.
4. Design, Lead, Implement, and Monitor and Evaluate programs/projects that will benefit and complement EWiEn's mission and vision.
5. Supervise EWiEn staff members and volunteers, assign their work and schedule, conduct regular performance evaluations and establish an enabling environment that ensures optimal work output. Adherence to all rules, procedures, standards, specifications, guidelines, and cultural values is crucial.
6. Review financial transactions, approve the annual budget and prepare audit reports as required by working closely with finance personnel and any responsible body.
7. Make decisions on the Association's day-to-day operations and develop agendas that require the approval of Executive Board members.
8. Work closely with the EWiEn's Board and President.
9. Lead EWiEn's annual events including Women of Excellence Award, General Assembly, Fundraising Drive and Stakeholder Round Table.
10. Manage EWiEn's membership and develop and implement strategy to increase membership.
11. Any other duties as assigned by the President, Executive Board or designate.

Requirements:

- Bachelor's/master's degree in engineering, management, or related field.
- More than 3 years of proven experience in a managerial role.
- Proven experience in proposal writing and project management.
- Demonstrated organisational and leadership skills



- Analytical mind with problem-solving aptitude
- Excellent teamwork and interpersonal skills
- Ability to work in a fast-paced environment
- Strong decision-making and multi-tasking abilities.
- A strong work ethic with a commitment to in-office presence.

Bonus points:

- Female applicants or active EWiEn members.
- Experience in the energy sector or gender studies.
- Familiarity with professional association or Civil Society Organization (CSO) operations.
- Proactive, flexible, and eager to learn!

Ready to join EWiEN?

Send your CV and cover letter to career@ewien.org, copying asrattef@gmail.com. Use “General manager application” as a subject line. Your cover letter should be simple, one page and must include why you are interested in working for EWiEn and the energy sector. **Cover Letter not addressing these topics will not be considered!**