



EWiEn Seeks to Hire an Analyst

Position: Analyst

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

Place of work: EWiEn Head Office; Inside Ministry of Water and Energy building

Deadline: on a rolling basis. Interested applicants are encouraged to apply at the earliest time possible before **March 1, 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.

Responsibilities:

- Provide support in on-going energy projects within off-grid energy solutions, productive use of energy, e-cooking, etc.
- Assist in the development of projects, policy recommendations and advocacy strategies to promote gender equality in the energy sector.
- Analyze quantitative and qualitative data to assess the impact of EWiEn initiatives and programs.
- Collaborate with stakeholders, including government agencies, NGOs, and private sector partners, to gather data and share insights.
- Collaborate with cross-functional teams to identify organisational needs
- Support capacity-building initiatives through training workshops and seminars for women in the energy field.
- Write and edit communication contents, news, quarterly reports, blogs, proceeding of events and other publications
- Manage the association's media relations, website and social media channels.



- Support 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 by the manager

Requirements:

- Bachelor's/master's degree in energy-related fields.
- Proven experience in proposal writing and project management.
- 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.
- Proactive, flexible, and eager to learn!

Bonus point:

- Female applicants or active EWiEn members.

Ready to join EWiEN?

Send your CV and cover letter to career@ewien.org, copying asrattef@gmail.com. Use "Analyst 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!**