



EWiEn Seeks to Hire a Passionate Communication Officer

Position: Communication Officer

Type of Contract: Full-time, one-year contract with possible extension

Hours: Monday - Friday, 8 hrs/day

Employment Condition: One-year contract with possible extension depending on performance

Place of Work: EWiEn Head Office, Inside the Ministry of Water and Energy building, Addis Ababa

Deadline: September 12, 2025

About EWiEn

Ethiopian Women in Energy (EWiEn) is a dynamic civic association dedicated to empowering and connecting female professionals in 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

- Develop and implement communication strategies (reports, blogs, newsletters, event updates, and other publications).
- Manage media relations, website, and social media platforms (Twitter, WhatsApp, LinkedIn, Facebook, YouTube).
- Write, edit, proofread, and design communication materials (fact sheets, brochures, posters, banners, booklets, digital content).
- Train staff on communications and publication best practices.
- Collect and document stories, photos, quotes, audio, and videos from programs/field visits.
- Support management with other communication-related tasks as needed.



Requirements

- Masters degree in Communications, Journalism, Information Technology, Engineering, or a related field.
- Minimum of 2 years of relevant experience in communications and/or publication.
- Excellent analytical, organizational, and time management skills.
- Strong communication, collaboration, and problem-solving abilities.
- Attention to detail and a proactive work ethic.
- Experience in designing and developing information and visibility materials (e.g., fact sheets, brochures, social media content).
- Proficiency in graphic design tools (Adobe Photoshop, Canva, or similar) and website management (WordPress).
- Familiarity with operational procedures of professional associations or NGOs.

Preferred Certifications

- Graphic design.
- Website management.
- Social media management.

Language Skills: Fluency in spoken and written English and Amharic required.

Ready to Join EWiEn?

If you're passionate about women's empowerment and communications, we want to hear from you!

Please send your CV (maximum of 6 pages) and Cover Letter to: career@ewien.org copying bisrat.teferedelgn@ewien.org

Deadline: September 12 , 2025

Subject Line: “**Communication Officer Application**”