



EWiEn Seeks to Hire a Passionate MEL Officer

Position: Monitoring, Evaluation, and Learning (MEL) Officer

Type of Contract: Full-time

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.

Job Summary

- The Monitoring, Evaluation, and Learning (MEL) Officer will be responsible for implementing and managing the MEL frameworks.
- The role involves tracking progress, documenting lessons learned, and ensuring alignment with the project's gender-sensitive objectives to empower women entrepreneurs in agricultural value chains.

Responsibilities

- Implement the MEL framework to monitor project activities, outputs, and outcomes across all work packages (Equipment Validation, Annual Energy Event, and Gender Support).



- Track progress of gender representatives and project partners in addressing gender-related questions and objectives as outlined in the EWiEn projects learning agenda.
- Collect, analyze, and report data on project performance, including gender-sensitive metrics, to support adaptive management and decision-making.
- Prepare quarterly progress reports and maintain a monthly gender log capturing emerging insights, challenges, and considerations.
- Document lessons learned and best practices from project activities, particularly related to gender inclusion and productive use of energy (PUE) interventions.
- Support the evaluation of PUE equipment specifications and post-delivery assessments to ensure alignment with project goals.
- Facilitate knowledge-sharing sessions during monthly virtual and quarterly in-person meetings with project partners.
- Assist in developing and refining training materials and curricula to ensure they are practical and impactful for women entrepreneurs.
- Monitor compliance with safeguarding standards and contribute to reporting mechanisms to address concerns.
- Perform additional tasks as assigned by the Program Manager.

Requirements

- Masters degree in Monitoring and Evaluation, Statistics, Social Sciences, Development Studies, or a related field.
- Minimum of 2 years of relevant experience in monitoring, evaluation, and learning, preferably in gender-focused or agricultural development projects.
- Strong understanding of MEL frameworks and gender-sensitive monitoring approaches.
- Excellent analytical, organizational, and time management skills.
- Strong communication, collaboration, and problem-solving abilities.
- Attention to detail and a proactive work ethic.
- Familiarity with operational procedures of professional associations or NGOs.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) and data collection and analysis tools (e.g., Kobo ToolBox, Power BI, SPSS, Excel, or similar).

Preferred Certifications



- Monitoring and Evaluation certification.
- Gender and development training.

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

Ready to Join EWiEn?

If you're passionate about women's empowerment and monitoring project impact, 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: "MEL Officer Application"