



EWiEn Seeks to Hire a Program Coordinator

Position: Program Coordinator

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 22, 2025

About EWiEn

Ethiopian Women in Energy (EWiEn) is a dynamic civic association dedicated to empowering and connecting female professionals in Ethiopia's energy sector. We work to:

- Empower women for impactful and rewarding careers.
- Connect them with opportunities, networks, and dynamic professionals.
- Spotlight their achievements and contributions.

By doing so, we fuel innovation and advance Ethiopia's economic and human development.

Visit www.ewien.org ([http://www.ewien.org/](http://www.ewien.org)) for more information.

Job Summary

The Program Coordinator will manage the day-to-day operations of EWiEn's projects. The role includes coordinating project activities, tracking budgets and schedules, engaging stakeholders, preparing reports, and supporting organizational growth.

Responsibilities

1. Coordinate the design, planning, implementation, and monitoring of EWiEn programs and projects.
2. Act as focal person for third-party engagements (partners, donors, members, and government offices).



3. Prepare and submit narrative and financial reports to partners and relevant government offices.
4. Lead the organization of program-related events, trainings, workshops, and the General Assembly.
5. Manage donor and partner relations, including proposal development and fundraising efforts.
6. Track budgets, project timelines, and deliverables to ensure successful implementation.
7. Support monitoring, evaluation, and learning (MEL) activities to assess program impact.
8. Coordinate with the communications/IT team to ensure project visibility and digital engagement.
9. Facilitate member engagement activities, including recruitment, renewal, and participation.
10. Support institutional strengthening through development of strategic, HR, finance, and procurement documents.
11. Carry out other program-related duties as assigned by management.

Requirements/ Qualifications

- Master's degree and 5 years' experience in Project Management, Business Administration, Development Management, Engineering Management, or related field.
- Background in energy, gender studies, or project coordination is an asset.
- Proven experience in project coordination.
- Strong interpersonal and communication skills.
- Computer literacy (MS Office, digital tools).
- Experience with financial planning and reporting.
- Knowledge of NGO/professional association operational procedures.
- Strong work ethic, collaboration, and delegation skills.
- Preferred Certification: PMP (not mandatory).

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 22, 2025

Subject Line: **"Program Coordinator"**