

Intern (Program Assistant)

Position Purpose:

The Intern (Program Assistant – GE-TWG) will provide operational, technical, and administrative support to the Gender and Energy Technical Working Group. This role is designed to strengthen coordination, documentation, and stakeholder engagement, ensuring that the TWG functions effectively as a national platform for advancing gender mainstreaming in Ethiopia's energy sector.

Key Responsibilities:

- **Meeting Coordination:** Assist in planning, scheduling, and organizing bi-weekly and monthly TWG meetings, including preparing agendas, invitations, and logistical arrangements.
- **Documentation:** Take detailed minutes during TWG sessions, track action points, and compile reports for dissemination to members and partners.
- **Stakeholder Engagement:** Support communication between TWG members (government institutions, development partners, civil society), ensuring timely follow-up on agreed actions.
- **Knowledge Management:** Help maintain TWG records, and knowledge products, including policy briefs, reports, and evidence notes.
- **Monitoring Support:** Contribute to tracking progress on gender mainstreaming initiatives by collecting data and feedback from TWG members.
- **Event Support:** Assist in organizing quarterly knowledge-sharing sessions, validation workshops, and dissemination events.
- **Capacity Building:** Provide logistical and administrative support for training or orientation sessions organized under the TWG framework.

Qualifications & Skills:

- Current student or recent graduate in Project Management, Energy Studies or related field.
- Strong organizational and multitasking skills, with attention to detail.
- Excellent communication skills (written and verbal) in English and Amharic.
- Interest in gender equality, energy policy, and institutional coordination.
- Ability to work independently while supporting a multi-stakeholder platform.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and basic data management tools.

Reporting Line: Reports to the GE-TWG Secretariat (EWiEn) and works closely with the project coordinator.

Performance Indicators:

- Accuracy and timeliness of meeting minutes and documentation.
- Efficiency in coordinating TWG meetings and events.
- Responsiveness in stakeholder communication and follow-up.
- Contribution to knowledge management and monitoring outputs.
- Positive feedback from TWG members and Secretariat staff.

Allowance: Interns will receive a **transport and communication allowance** to cover commuting costs and communication expenses during the internship period.

Application Guidelines

Female applicants and active EWiEn members are strongly encouraged to apply.

Interested candidates should submit their CV and any relevant supporting documents via email to: career@ewien.org, copying dewo.desta@ewien.org.

Subject Line: Program Assistant Intern Application

Submission Deadline: April 2, 2026, at 5:00 PM (EAT)

Applications will be reviewed on a rolling basis. Late or incomplete submissions will not be considered.