

Intern

Position Purpose:

The Intern will provide general support to EWiEn's programs, research, and administrative functions. This role offers hands-on exposure to the energy and gender sector, preparing young professionals for future leadership roles.

Key Responsibilities:

- Assist in data collection, desk research, and preparation of background materials.
- Support documentation of workshops, meetings, and stakeholder consultations.
- Contribute to drafting reports, presentations, and communication materials.
- Provide administrative support including filing, correspondence, and logistics coordination.
- Participate in program activities to gain practical experience in energy and gender advocacy.

Qualifications & Skills:

- Current university student or recent graduate in Engineering or related field.
- Strong interest in gender equality and energy transition.
- Good organizational, communication, and teamwork skills.
- Ability to manage multiple tasks and meet deadlines.

Reporting Line: Reports to Project Coordinator

Performance Indicators: Timeliness and accuracy of support tasks, initiative in learning, and contribution to team outputs.

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: 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.

