

## **Job Description -Project Coordinator**

**Position:** Project Coordinator

**Type of contract:** Full time office work

**Hours:** Monday - Friday, 8 hrs/Day

**Place of work:** EWiEn Head Office; Inside Ministry of Water and Energy compound

### **About EWiEn:**

Ethiopian Women in Energy (EWiEn) is a dynamic civic association dedicated to empowering and connecting female professionals to 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](http://www.ewien.org) for additional information about the association.

### **Position summary**

The Project Coordinator will oversee the day-to-day implementation of EWiEn's donor-funded projects. The role ensures project milestones are achieved on time, budgets are tracked, donor compliance is maintained, and stakeholder engagement is effective. The coordinator will serve as the operational backbone of the project, linking technical teams, partners, and beneficiaries to deliver measurable impact.

### **Key responsibilities**

#### **1. Project Management & Implementation**

- Develop and monitor detailed workplans, ensuring milestones and deliverables are achieved according to donor timelines.
- Track progress against indicators (e.g., number of women trained, workshops delivered, enterprises supported).
- Coordinate with technical experts (Gender, PUE, Analysts) to integrate cross-cutting priorities into project activities.

## **2. Financial & Compliance Tracking**

- Support preparation and monitoring of project budgets, linking expenditures to outputs.
- Maintain donor-compliant financial documentation and ensure timely submission of expense reports.
- Flag risks and variances in budget execution, proposing corrective actions.

## **3. Event & Logistics Coordination**

- Organize logistics for trainings, workshops, policy dialogues, and General Assembly meetings.
- Ensure events incorporate participatory approaches and gender-sensitive facilitation.
- Document proceedings and prepare donor-ready reports.

## **4. Procurement & Recruitment**

- Assist in transparent recruitment of consultants and staff, ensuring compliance with donor procurement rules.
- Maintain records of procurement decisions for audit readiness.

## **5. Partnerships & Proposal Development**

- Identify and engage potential partners (government, NGOs, private sector) to strengthen project delivery.
- Support drafting of proposals and concept notes for new funding opportunities.

## **6. Membership & Stakeholder Engagement**

- Manage membership registration, renewals, and fee receipts.
- Maintain updated member records and ensure members are engaged in project activities.
- Facilitate communication between EWiEn and stakeholders, ensuring timely follow-up on commitments.

## **7. Documentation & Reporting**

- Draft donor reports, quarterly updates, and case studies showcasing project impact.
- Maintain a documentation system for lessons learned and best practices.

## **8. Other Duties**

- Perform additional tasks assigned by management to support EWiEn's objectives and donor commitments.

## **Qualifications**

- Bachelor's degree required (Engineering, Energy, Development Studies, or related fields).
- Proven experience in project coordination within NGOs, associations, or donor-funded programs.
- Strong interpersonal and communication skills; ability to represent EWiEn professionally.
- Demonstrated ability to manage multiple tasks, deadlines, and donor requirements.
- Experience in financial tracking and basic budgeting.
- Computer literacy (MS Office, Excel, project management tools).
- Knowledge of NGO operational procedures and donor compliance frameworks.
- Proactive attitude, strong work ethic, and ability to collaborate with diverse stakeholders.

## **Core competencies**

- Project planning and coordination
- Stakeholder engagement and relationship management
- Financial tracking and basic budgeting
- Event and logistics management
- Report writing
- Administrative and documentation management
- Teamwork and collaboration
- Initiative and problem-solving

**This job description may be updated from time to time to reflect the evolving needs of the organization.**