

## **EWiEn Seeks to Hire an Analyst – Maternity Cover (4-Month Fixed-Term)**

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**Position:** Analyst – Maternity Cover

**Type of Contract:** Full-time office work (this is not a remote/Work from Home position)

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

**Employment Condition:** 4 Months Fixed-Term (Maternity Leave Coverage)

**Expected Start Date:** Mid July 2026 (to allow for handover)

**Expected End Date:** November 2026

**Place of Work:** EWiEn Head Office; Inside the Ministry of Water and Energy building

**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 networks, and spotlighting their achievements. Please visit our website [www.ewien.org](http://www.ewien.org) for additional information.

### **Responsibilities:**

- **Project Continuity:** Provide temporary support in ongoing energy projects within off-grid energy solutions, productive use of energy (PUE), e-cooking, etc.
- **Advocacy & Policy:** Assist in the development of projects, policy recommendations, and advocacy strategies to promote gender equality in the energy sector.
- **Data Analysis:** Analyse quantitative and qualitative data to assess the impact of active EWiEn initiatives and programs.
- **Stakeholder Collaboration:** Collaborate with government agencies, NGOs, and private sector partners to gather data and share insights.
- **Capacity Building:** Support scheduled capacity-building initiatives through training workshops and seminars for women in the energy field.
- **Content & Reporting:** Write and edit communication content, news, quarterly reports, blogs, proceedings of events, and other publications during the contract period.
- **Media & Digital Channels:** Assist in managing the association's media relations, website, and social media channels.
- **Visibility Materials:** Support in designing and developing information and visibility materials, such as fact sheets, briefing papers, brochures, posters, banners, and social media content.
- Performs miscellaneous job-related duties as assigned by the manager to ensure smooth operations.

### **Requirements:**

- Bachelor's/Master's degree in energy-related fields.

- Proven experience in proposal writing and project management.
- **Immediate Adaptability:** Analytical mind with a problem-solving aptitude, able to step into ongoing workflows quickly.
- Excellent teamwork, interpersonal skills, and multi-tasking abilities.
- Ability to work in a fast-paced environment.
- A strong work ethic with a strict commitment to in-office presence.
- Proactive, flexible, and eager to learn!

**Bonus point:**

- Female applicants or active EWiEn members.

**Ready to join EWiEn?**

Interested candidates should submit their CV and a simple, one-page cover letter via email to [career@ewien.org](mailto:career@ewien.org)

**Subject Line:** Analyst – Maternity Cover Application

**Submission Deadline:** June 30th 2026, at 5:00 PM (EAT)

Note: Your cover letter must include your immediate availability for a 4-month contract, and why you are interested in working for EWiEn and the energy sector. Cover letters not addressing these topics will not be considered. Applications will be reviewed on a rolling basis due to the urgent nature of this hire.